

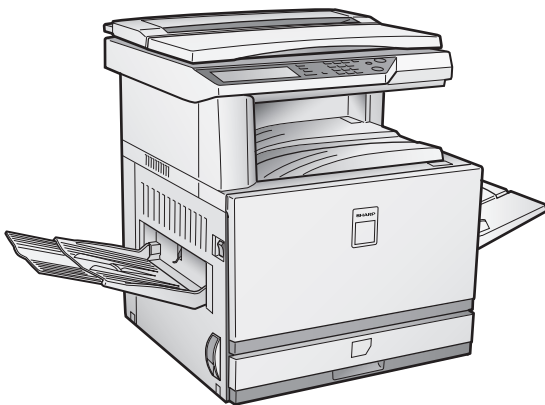
SHARP®

MODEL

AR-C260 AR-C260M

DIGITAL FULL COLOUR COPIER/PRINTER (AR-C260)
DIGITAL FULL COLOUR MULTIFUNCTIONAL
SYSTEM (AR-C260M)

OPERATION MANUAL
(for network scanner)



■ **Warranty**

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INTRODUCTION

The optional Network Scanner Expansion Kit (AR-NS2) enables the machine to be used as a network scanner. This manual explains only the network scanner functions of the product. For detailed information on the software in the CD-ROM that accompanied the AR-NS2, please view the user's guide (PDF format) that is included on the CD-ROM. For information on loading paper, replacing toner cartridges, clearing paper misfeeds, handling peripheral units, and other copier-related information, please refer to your "Operation manual (for general information and copier operation)".

To enable the network scanner function of this machine, a product key (password) must be entered using a key operator program. This is only required once. Use the "Product Key Entry for Network Scanner Expansion Kit" program to enter the product key. If you do not know your product key, please ask your dealer. (For information on using key operator programs, refer to "Operation manual (for general information and copier operation)".)

NOTES

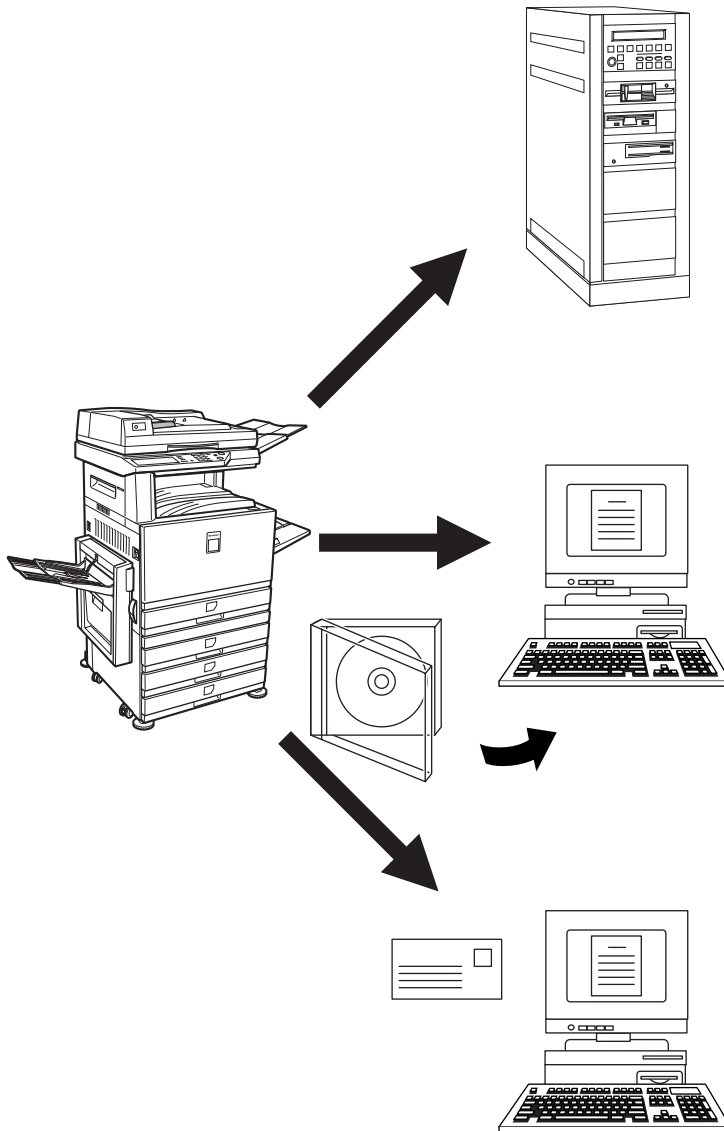
- Before using the network scanner feature, several settings must be established from the Web page. These settings are explained from [page 3](#) on. The settings must be established by the network administrator. Such settings must be effected by the system administrator who has the special network related backgrounds.
- The explanations in this manual assume that the person who will install the product and the users of the product have a working knowledge of Microsoft Windows.
- The explanations of screens and procedures in this manual are for Windows 98. The screens may vary depending on your Windows version and settings.
- For information on the operating system, please refer to your operating system manual or the online Help function.
- This manual assumes that several options have been installed.

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ABOUT THE NETWORK SCANNER FUNCTION

The AR-NS2 Network Scanner Expansion Kit adds network scanner functionality to your machine. A machine with the network scanner functionality can scan a paper document, photograph, or other printed information into a data file, and send the file to a file server or personal computer over a corporate network (intranet) or the Internet. You can select from the following three transmission methods, depending on where you wish to send the scanned image data.



1. The scanned information can be sent to a memory storage device on a network (a designated directory on an FTP server). (Hereafter referred to as **"Scan to FTP"** in this manual.)

When sending scanned information to an FTP server, an e-mail message can also be sent to a preset e-mail address to inform the recipient of the location of the scanned image data. (Hereafter referred to as **"Scan to FTP (Hyperlink)"** in this manual.)

2. The scanned information can be sent to one's own personal desktop. (Hereafter referred to as **"Scan to Desktop"** in this manual.)

* Before Scan to Desktop can be performed, the "Network Scanner Tool" software in the CD-ROM that accompanied the Network Scanner Expansion Kit (AR-NS2) must be installed. (Refer to ["Storing destinations for Scan to Desktop"](#) (page 9).)

3. The scanned information can be sent to an e-mail recipient. (Hereafter referred to as **"Scan to E-mail"** in this manual.)

* **There are limitations to the use of Scan to E-mail. A limit has been set in the "Maximum size of e-mail attachments" of the key operator program for the maximum amount of data that can be sent using Scan to E-mail** ([page 38](#))



SETTINGS AND PROGRAMMING REQUIRED FOR THE NETWORK SCANNER FEATURE

To use the Network Scanner feature, settings for the E-mail server, DNS server, and destination addresses must be established.

To establish the settings, use a computer that is connected to the same network as the machine to access the machine's Web page. The Web page can be displayed with your Web browser (Internet Explorer 4.0 or later, or Netscape Navigator 4.0 or later).

ACCESSING WEB PAGES

Use the following procedure to access the Web pages.

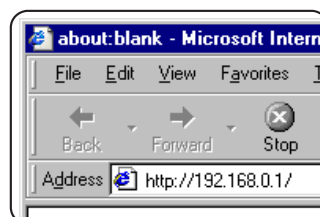
1 Open the Web browser on your computer.

Supported browsers:

Netscape Navigator 4.0 or later

Internet Explorer 4.0 or later

2 In the "Address" field of your Web browser, enter the IP address of the machine as a URL.



Input the IP address previously specified in this product.

If you do not know the IP address, see [page 34](#).

When the connection is completed, the following Web page will appear in your Web browser.

ABOUT THE WEB PAGE

When you access the Web page in the machine, the following page will appear in your browser.

A menu frame appears on the left side of the page. When you click an item in the menu, a screen appears in the right frame that allows you to establish settings for that item.

For overviews of each of the menu items, refer to chapter 3 of "Operation manual (for printer)".

For detailed explanations of the procedures for establishing settings, click "Help" in the menu frame.

Menu frame

Click the menu items displayed here to configure the corresponding settings.

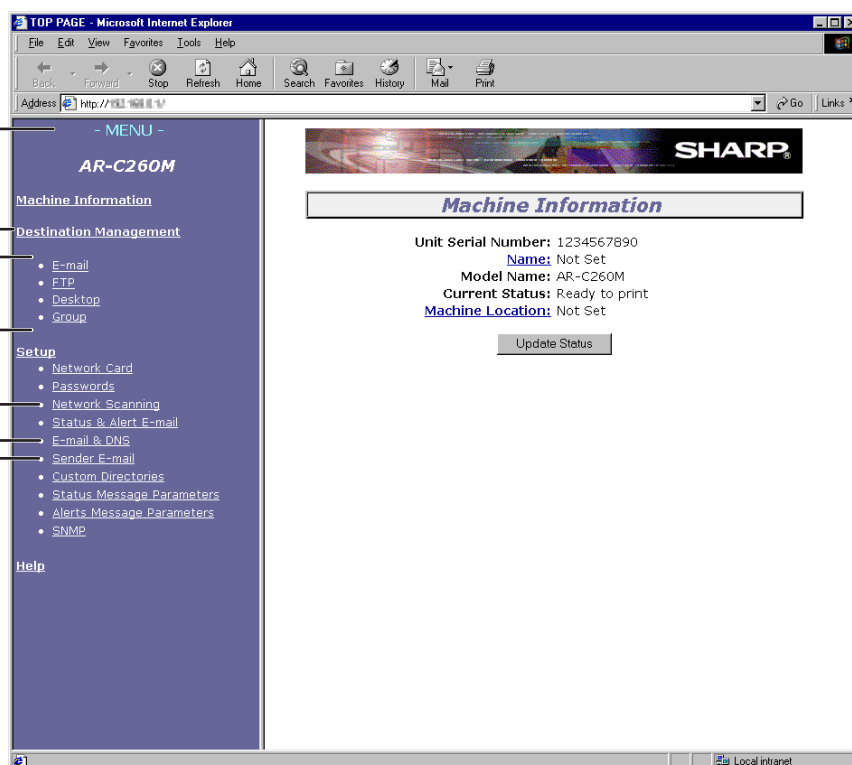
Edit and delete stored transmission destinations.

Store various types of transmission destinations.

Configure basic settings for the network scanner function.

Some transmission methods require that the E-mail server and DNS server settings be configured.

Store the sender's name and E-mail address for Scan to E-mail.

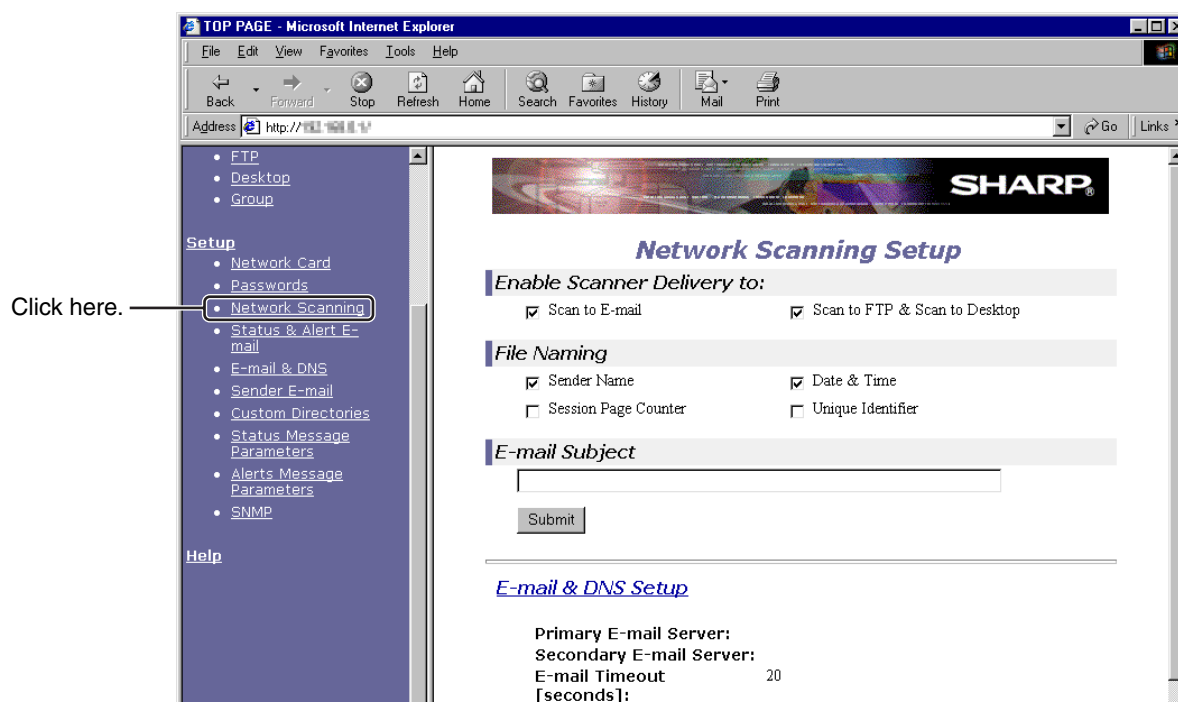


Web Page

To use the network scanner function, you must configure basic network scanner settings ([pages 5 - 6](#)), store transmission destinations ([pages 7 - 11](#)), and program your sender's name ([page 12](#)).

BASIC SETTINGS FOR NETWORK SCANNING

Click "Network Scanning" in the menu frame, and then establish the required settings. These settings should only be established by the network administrator. After entering the settings, be sure to click "Submit" to store them. For detailed information on setting procedures, refer to "Help".



Network Scanning Setup screen

■ Enable scanner delivery methods ("Enable Scanner Delivery to:")

Select the scanner delivery methods that you want to use. In the "Enable Scanner Delivery to:" field, click the checkbox next to each method that you want to use so that a checkmark appears in the checkbox.

"Scan to E-mail" and "Scan to FTP & Scan to Desktop" are both initially selected.

■ Select the method for assigning a file name to a scanned image ("File Naming")

Select the method for assigning a file name to a scanned image. In "File Naming", click the items that you wish to use in the file name. "Destination Name" and "Date & Time" are initially selected. If you are going to send images to the same recipient more than once, we recommend that you also select "Session Page Counter" or "Unique Identifier" to prevent sending multiple files with the same name, which would result in each successive file overwriting the previous file.

■ Selecting an e-mail subject ("E-mail Subject": only used for Scan to E-mail)

This setting is not necessary if you will not be using Scan to E-mail. The setting is used to enter the subject that appears in the recipient's e-mail program when you perform Scan to E-mail.

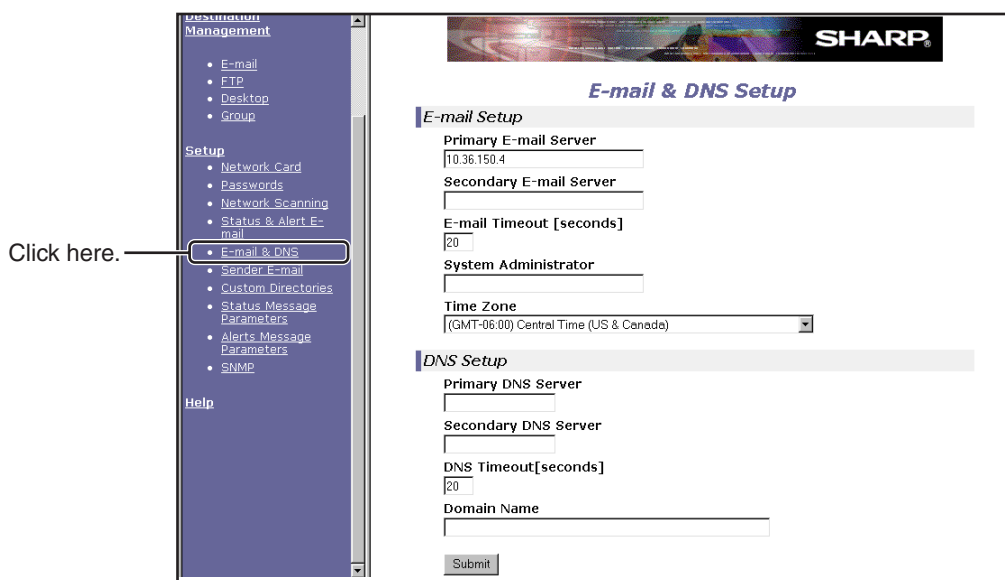
Enter a subject when using Scan to E-mail within 80 characters. Only one subject can be entered. If nothing is entered, "Scanned image from <Device Name>" will appear.

* The name that appears in <Device Name> is the name stored in "Name" in the screen that appears when you click "Status & Alert E-mail" in the menu frame. If a name has not been stored, the product name will appear.

■ E-mail Server and DNS Server Settings

Scan to E-mail and Scan to FTP (Hyperlink) use SMTP to transmit e-mail, therefore your e-mail server settings must be configured.

When configuring your e-mail server settings, your DNS server settings will also be necessary if you entered a host name in the "Hostname or IP Address" box when storing destinations for Scan to FTP or Scan to Desktop. To configure your e-mail server and DNS server settings, click "E-mail & DNS Setup" in the Network Scanning Setup screen (see "[Network Scanning Setup screen](#)" on page 5), or click "E-mail & DNS" in the menu frame. When you have completed all of the entries, click "Submit". The entries will be stored.



E-mail Setup

Item	Description
Primary E-mail Server	Enter an IP address for the primary e-mail server or a host name*. (If you will be using Scan to E-mail, be sure to enter this information.)
Secondary E-mail Server	Enter an IP address for the secondary e-mail server or a host name. No need to enter if secondary e-mail server is not set up.
E-mail Timeout [seconds]	Enter a time out period, from 0-60 seconds, that the system will wait for as it attempts to connect to the primary server. The default is 20 seconds. If no connection is made, the system will then look for the secondary server if it has been set up. If not, the system will stop attempting to connect.
System Administrator	Enter an e-mail address to which the machine returns an unsuccessful delivery message when the distribution has failed. Only 1 e-mail address can be entered. The entered e-mail address is also used as sender e-mail address.
Time Zone	Select the time zone of the place to use this Network Scanning System. A specific time zone is set after the selection.

* If you are entering a host name, be sure to enter the IP address of your DNS server in the DNS settings below.

DNS Setup

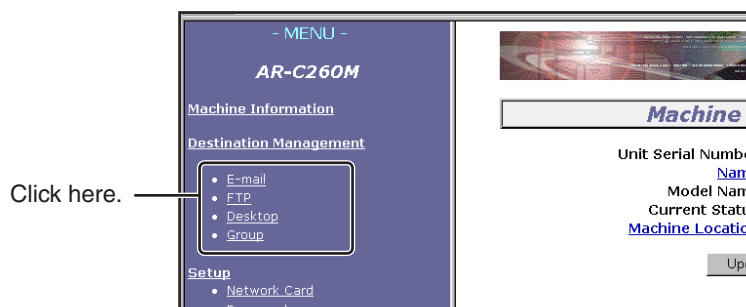
Item	Description
Primary DNS Server	Enter the IP address of your primary DNS server here if required.
Secondary DNS Server	Enter the IP address of your secondary DNS server here if required.
DNS Timeout[seconds]	Enter a time out period, from 0-60 seconds, that the system will wait for as it attempts to connect to the primary server. The default is 20 seconds. If no connection is made, the system will then look for the secondary server if it has been set up. If not, the system will stop attempting to connect.
Domain Name	Enter the Domain Name of the DNS Server to be used to search for host names within 64 characters.

SETTING UP DESTINATION INFORMATION

To store the name and address of a destination in an one-touch key, click "Destination Management" or one of the transmission methods in the Web page menu frame. "Destination Management" can also be used to edit or clear stored destinations. (Refer to [page 11](#).)

A total of 500 destinations can be stored, including E-mail, FTP, Desktop, and Group destinations. Among these, a combined total of 100 Scan to FTP and Desktop destinations can be stored.

The stored destinations appear as one-touch keys in the touch panel of the machine when you send an image, allowing you to select the destination.



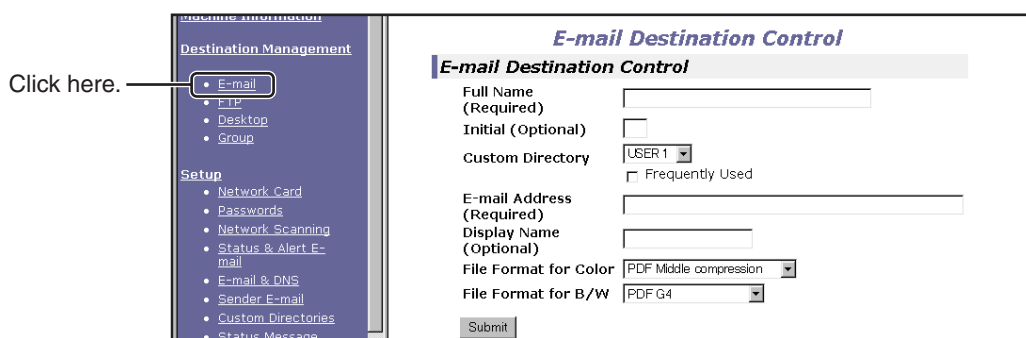
E-mail: See below
FTP: Refer to [page 8](#).
Desktop: Refer to [page 9](#).
Group: Refer to [page 10](#).

For detailed information on setting up, editing, and deleting destinations, refer to "Help".

■ Storing destinations for Scan to E-mail

Click "E-mail" in the menu frame of the Web page to store destinations. Use this screen to enter the e-mail addresses of destinations for Scan to E-mail.

When you have completed all of the entries, click "Submit". The entries will be stored.



Item	Description
Full Name (Required)	Enter the full name of the destination (up to 36 characters).
Initial (Optional)	Enter the initial character of the stored destination name. This initial is used to place the destination in the ABC index of the machine's address directory screen. (page 15)
Custom Directory for Scan	Drop down list: Select one custom directory for this destination. Check box for Frequently-Used: The destination is set as Frequently-Used when checked on.
E-mail Address (Required)	Enter one address as an e-mail destination (up to 64 characters).
Display Name (Optional)	Enter a key name (no more than 18 characters) for the destination. The key name will appear in the machine's touch panel. If you don't enter a key name, the initial 18 characters of the "Full Name" will be stored as the key name.
File Format for Color	Select the file format and compression mode for transmission of images scanned in colour. "PDF Middle compression" is initially selected. The selections are as follows: PDF High compression/PDF Middle compression/PDF Low compression/ JPEG High compression/JPEG Middle compression/JPEG Low compression
File Format for B/W	Select the file format and compression mode for transmission of images scanned in black and white. "PDF G4" is initially selected. The selections are as follows: PDF uncompressed/PDF G3/PDF G4/TIFF uncompressed/TIFF G3/TIFF G4

Scan to E-mail destinations can also be stored, edited, and cleared from the touch panel of the machine. ([pages 25 - 27](#))
 To perform Scan to E-mail, the e-mail server settings must first be established. (Refer to [page 6](#).)

■ Storing destinations for Scan to FTP

Click "FTP" in the menu frame of the Web page to store destinations.

Configure the settings for the destination FTP server for Scan to FTP in this screen.

When you have completed all of the entries, click "Submit". The entries will be stored.

Item	Description
Full Name (Required)	Enter the full name of the destination (up to 36 characters).
Initial (Optional)	Enter the initial character of the stored destination name. This initial is used to place the destination in the ABC index of the machine's address directory screen. (page 15)
Custom Directory	Drop down list: Select one custom directory for this destination. Check box for Frequently-Used: The destination is set as Frequently-Used when checked on.
Hostname or IP Address (Required)*1	Enter the IP address of the FTP file server or the host name (maximum of 255 characters).
Display Name (Optional)	Enter a key name (within 18 characters) for the destination. The key name will appear in the machine's touch panel. If you don't enter a key name, the initial 18 characters of the "Full Name" will be stored as the key name.
File Format for Color	Select the file format and compression mode for transmission of images scanned in colour. "PDF Middle compression" is initially selected. The selections are as follows: PDF High compression/PDF Middle compression/PDF Low compression/JPEG High compression/JPEG Middle compression/JPEG Low compression
File Format for B/W	Select the file format and compression mode for transmission of images scanned in black and white. "TIFF G4" is initially selected. The selections are as follows: PDF uncompressed/PDF G3/PDF G4/TIFF uncompressed/TIFF G3/TIFF G4
FTP User Name (Optional)	Character field for the FTP user name within 50 characters.
Password (Optional)	Character field for the FTP password within 50 characters.
Directory (Optional)	Character field to specify a directory on the FTP server within 200 characters.
Enable Hyperlink to FTP server to be e-mailed (Checkbox)*2	When you send a scanned file to an FTP server, you can have a transmission notification automatically sent to the file recipient by e-mail. To have transmission notifications sent, select the checkbox. The FTP server name will appear in the transmission notification as a hyperlink.
E-mail Destination	Select the recipient that you wish to notify of the file transmission to the FTP server. To select a recipient here, the recipient's e-mail address must have been previously stored. (page 7)

*1 If you entered a host name in "Hostname or IP Address", you will need to enter the DNS server settings. (Refer to [page 6](#).)

*2 To perform Scan to FTP (Hyperlink), you must also enter the settings under "E-mail Setup" for the e-mail server.

If you select the "Enable Hyperlink to FTP server to be e-mailed" checkbox and select a previously stored recipient ([page 7](#)) from "E-mail Destination", you are able to have an e-mail sent to the recipient informing them of the file format and location of the scanned image data. A hyperlink to the file server to which the scanned image data was sent appears in the e-mail, and the recipient can click the hyperlink to go directly to the location where the image data is stored.

■ Storing destinations for Scan to Desktop

Transmission destinations for Scan to Desktop cannot be stored unless the Network Scanner Tool has been installed in your computer. (The Network Scanner Tool is on the CD-ROM that accompanied the Network Scanner Expansion Kit (AR-NS2).)

Normally your computer is stored as a transmission destination for Scan to Desktop using the Network Scanner Tool. When the Network Scanner Tool is installed to your computer, transmission destination information is programmed during set-up (or after installation), and thus there is no need to program the information a second time from the Web page.

Clicking "Desktop" in the menu frame will display the following Desktop Destination Control screen. System administrators should use this screen in the following instance:

- When another machine with the network scanner function has been added to the same network, and you wish to perform Scan to Desktop from the added machine to a destination programmed in the previously existing machine.

Refer to "[Editing and deleting programmed transmission destinations](#)" (page 11), and select the Scan to Desktop destination information that you wish to transfer to the new machine. Enter the displayed information in the same setting screen of the new machine. (When all information has been entered, click "Submit".) If there are additional destinations that you want to transfer to the new machine, repeat this procedure for each destination.

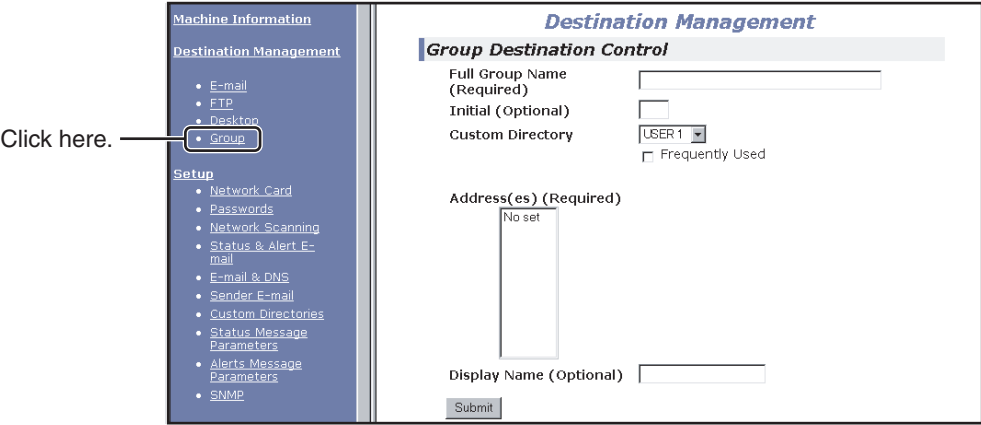
Note that if there are any discrepancies between the newly programmed information and the information in the host computer, transmission and reception may not be possible. For information on installing the Network Scanner Tool and programming transmission destinations, see the manual for the AR-NS2.

- * If you entered a host name in "Hostname or IP Address", you will need to enter the DNS server settings. (Refer to [page 6](#).)

■ Storing Groups (Scan to E-mail)

If you are using Scan to E-mail, a scanned image can be sent to multiple destinations in a single operation. To use this function, you must first store the destinations in a group. Click "Group" and then select the Scan to E-mail destinations that you wish to store in the group. Up to 300 destinations can be stored in one group. Only destinations for E-mail can be stored in a group. Note that multiple destinations cannot be entered manually when sending an image.

When you have completed all of the entries, click "Submit". The entries will be stored.

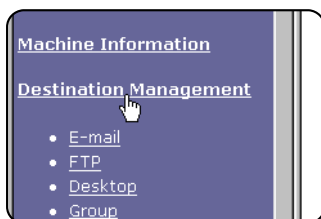


Item	Description
Full Group Name (Required)	Enter the full group name of the destination (up to 36 characters).
Initial (Optional)	Enter the initial character of the stored destination name. This initial is used to place the destination in the ABC index of the machine's address directory screen. (page 15)
Custom Directory	Drop down list: Select one custom directory for this destination. Check box for Frequently-Used: The destination is set as Frequently-Used when checked on.
Address(es) (Required)	Select the address of the destination from the e-mail list box. Programmed e-mail destinations appear in each of the destination lists. To select multiple destinations, click each address while holding down the [Ctrl] key on the keyboard. If you need to cancel an address that has been selected, click the address again while holding down the [Ctrl] key. Up to 300 addresses can be programmed.
Display Name (Optional)	Enter a key name (within 18 characters) for the destination. The key name will appear in the machine's touch panel. If you don't enter a key name, the initial 18 characters of the "Full Group Name" will be stored as the key name.

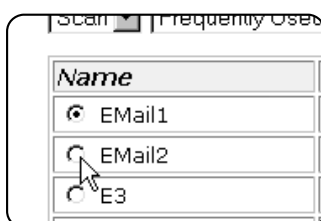
■ Editing and deleting programmed transmission destinations

To edit or delete programmed destinations, click "Destination Management" in the menu frame of the Web page.

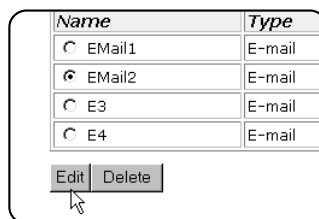
1 Click "Destination Management" in the menu frame of the Web page.



2 In the Destinations List, click the button of the destination that you want to edit or delete.



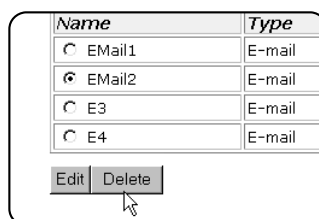
3 To edit the selected destination, click "Edit" under the Destinations List.



The programming screen of the destination selected in step 2 appears. Edit the information in the same way as you initially stored it.

When finished, be sure to click "Submit" to save your changes.

To delete the selected destination, click "Delete" under the Destinations List.



A message appears asking you to confirm the deletion. Click "Yes" to delete.

NOTE

If you attempt to edit or delete a programmed destination in the following situations, a warning message will appear and editing/deletion will not be possible.

- The destination is included in a group.

If the destination is being used for a current transmission, cancel the transmission or wait until it is completed and then edit or delete the destination. If the destination is included in a group, delete the destination from the group and then edit or delete the destination.

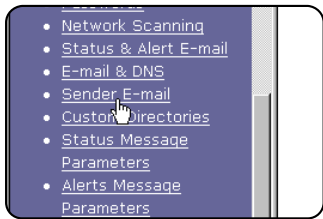
STORING SENDER INFORMATION (Scan to E-mail)

To store the sender information (Sender Name, E-mail Address) that is displayed when the recipient receives your e-mail, click "Sender E-mail" in the menu frame and then click "Add". Information for up to 20 different senders can be stored. Select a sender from the stored senders using the touch panel of the machine when you send an image ([page 16](#)). The selected sender appears in the sender column of the recipient's e-mail software program.

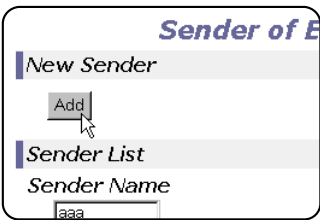
NOTE

If you do not select a sender when sending an image, the default sender information stored with the key operator program "[Default sender set](#)" is automatically sent. ([page 38](#))

1 Click "Sender E-mail" in the menu frame of the Web page.



2 Click "Add" under "New Sender".

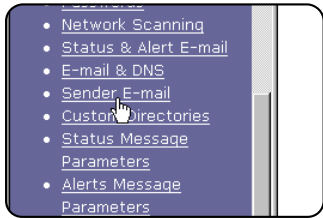


The programming sender screen appears.

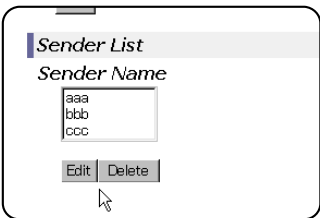
Enter the name and e-mail address of the new sender. Be sure to click "Submit" after entering this information.

■ Editing and deleting programmed sender's information

1 Click "Sender E-mail" in the menu frame of the Web page.



2 Click the sender that you wish to edit or delete from the "Sender List" menu so that it is highlighted, and then click "Edit" or "Delete".



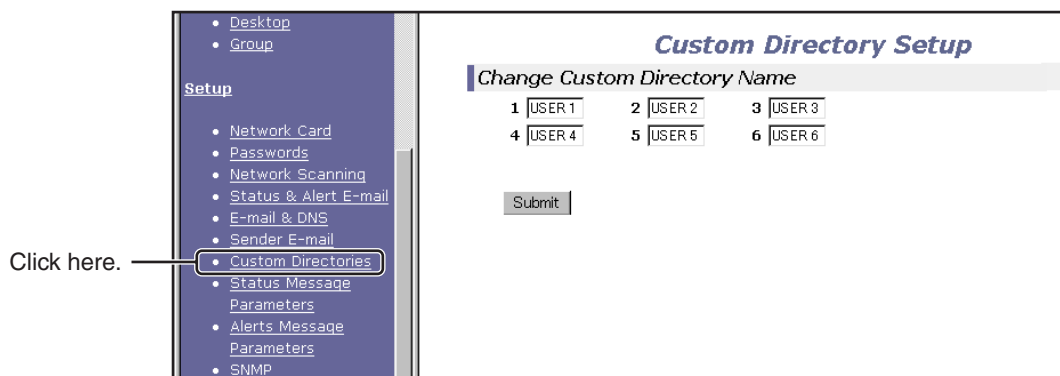
If you clicked "Edit", edit the information in the same way that you initially programmed it and then click "Add" to save your changes. If you clicked "Delete", a message will appear asking you to confirm the deletion. Click "Yes" to delete.

STORING A CUSTOM DIRECTORY

Programmed destinations appear as one-touch keys in the [Address directory screen](#) of the touch panel ([page 15](#)), and are normally included in the ABC index. Two types of indexes are available: the ABC index and group indexes (custom directories). Group indexes allow you to assign any index name to the destination for easy searching. Six group indexes are available, and a name up to six characters long can be assigned to each.

Click "Custom Directories" in the menu frame of the Web page to display the following screen. Group index names can be programmed and edited in this screen. Enter names for indexes 1 through 6 and then click "Submit". If you wish to change a previously programmed name, enter the new name and save it.

For information on grouping destinations in a group index, see the appropriate pages for programming the transmission methods. For information on switching between the ABC index and group indexes, see [page 15](#).



NOTE

You can also store indexes in the Custom Directory from the touch panel of the machine. ([page 31](#))

PROTECTING INFORMATION PROGRAMMED IN THE WEB PAGE ("Passwords")

Passwords can be set to restrict Web page access and protect settings. Note that it is not necessary to set password; the network scanner functionality can also be used without password.

A password can be set for the administrator and password can be set for each user. If you use a user password to access the Web page, you will be able to establish, edit, and delete destinations in the Scanner Destination Management menu; however, you will not be able to establish settings in the Setup menu.

The password for "User" and "admin" are both initially set to "Sharp". If you wish to change the password when first establishing the settings, enter "Sharp" in "Old Admin Password" before you establish the settings. A password must consist of alphanumeric characters and be no more than seven characters long. Passwords are case sensitive. After entering a password, click "Submit" to set it. After setting the password, turn the machine power off and then back on. When a password is set, you will be prompted for the password when you attempt to access a Web page with protected settings. For the "User name", enter "user" if you are accessing the page as a user, or "admin" if you are accessing the page as an administrator. For detailed information on setting passwords, refer to "Help".

CONDITION SETTING SCREEN OF SCANNER MODE

The condition setting screen of scanner mode is displayed by pressing the [IMAGE SEND] key (refer to page 1-8 of "Operation manual (for general information and copier operation)") while the print mode, copy mode, or job status screen appears in the touch panel. In the explanations that follow, it is assumed that the initial screen that appears after pressing the [IMAGE SEND] key is the condition setting screen (shown below). If you have set the display to show the address directory (following page) when the [IMAGE SEND] key is pressed, touch the [CONDITION SETTINGS] key in the address directory to display the condition setting screen.

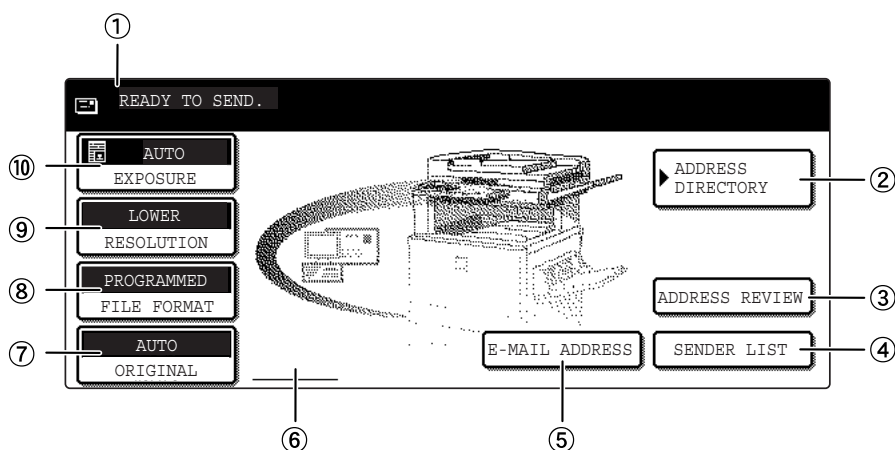
The key operator program "[Default display settings](#)" can be used to set the display to show either the condition setting screen (shown below) or the [Address directory screen](#) (following page) when the [IMAGE SEND] key is pressed (refer to [page 37](#)).

NOTE

For information on the parts of the unit and the operation panel that are used for network scanning, refer to pages 1-7 and 1-8 of Operation manual (for general information and copier operation). For parts that are used for both network scanning and printing, refer to chapter 3 of "Operation manual (for printer)".

■ Condition setting screen

The display is initially set (factory setting) to show the following condition setting screen as the initial screen.



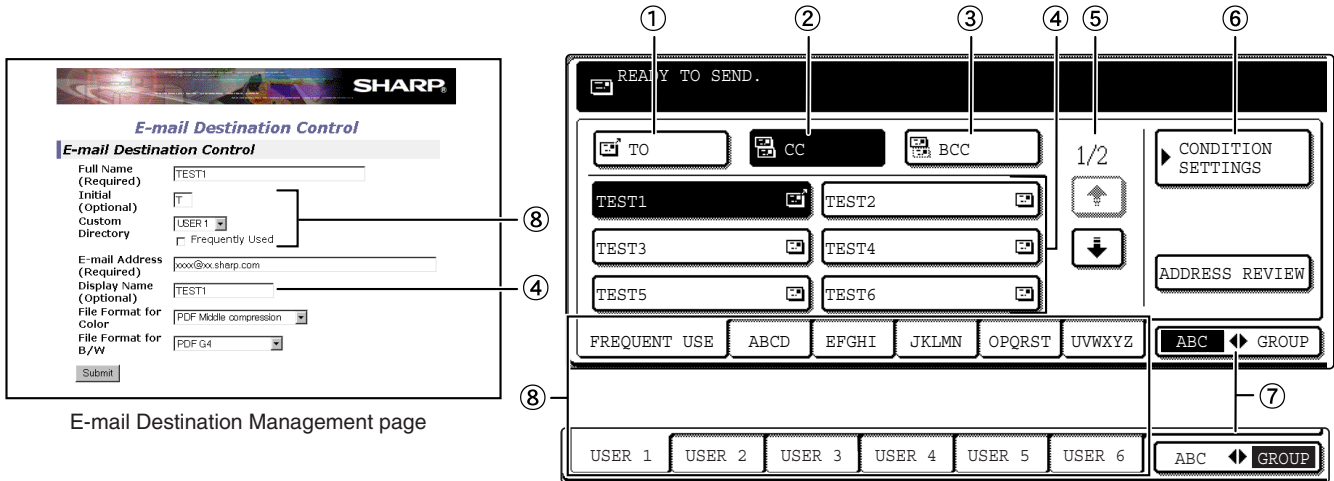
- ① **Message display**
Messages appear here to indicate the current status of the machine.
- ② **[ADDRESS DIRECTORY] key ([page 17](#))**
This displays the Address Directory screen (next page). Touch this key when you wish to use a one-touch key that has a destination (or group) programmed in it.
- ③ **[ADDRESS REVIEW] key ([page 18](#))**
When performing Scan to E-mail broadcast transmission, touch this key to check your selected destinations. Your selected destinations will appear as a list, and the list can be edited.
- ④ **[SENDER LIST] key ([page 16](#))**
Touch this key to select the sender when sending an image.
- ⑤ **[E-MAIL ADDRESS] key ([page 18](#))**
When performing Scan to E-mail, touch this key if you wish to enter the e-mail address of the recipient manually instead of using an one-touch key.
- ⑥ **Two-sided scanning icon display ([page 19](#))**
Icons appear here when you touch the [ORIGINAL] key and select two-sided scanning (when a reversing automatic document feeder is installed). The icons can be touched to open function selection screens.
- ⑦ **[ORIGINAL] key ([pages 19 - 20](#))**
Touch this key when you wish to manually set the size of the original to be scanned or scan both sides of the original.
- ⑧ **[FILE FORMAT] key ([page 23](#))**
Touch this key to set the file format of scan images that you transmit. The selected file format setting will be highlighted above the key. The initial factory setting is "PROGRAMMED".
- ⑨ **[RESOLUTION] key ([page 22](#))**
Touch this key to change the resolution setting for the original to be scanned. The selected resolution setting will be highlighted above the key. The initial factory setting is "LOWER".
- ⑩ **[EXPOSURE] key ([page 21](#))**
Touch this key to change the exposure setting for the original to be scanned. The selected exposure setting will be highlighted above the key. The initial factory setting is "AUTO".

■ Address directory screen

Touch the [ADDRESS DIRECTORY] key in the [Condition setting screen](#) (previous page) to display the screen shown below at right.

If you have set the initial screen to the address directory screen using the key operator program, the initial screen will appear as follows.

Destinations stored using the Web page are grouped in indexes (⑧) according to the letter entered in "Initial" for each destination, and the name entered in "Display Name" is displayed in the one-touch key (④).



① [TO] key ([page 17](#))

When selecting a destination for Scan to E-mail, make sure this key is highlighted. (If the key is not highlighted, touch it so that it is highlighted.)

② [CC] key ([page 17](#))

If you wish to send "CC" ("Carbon Copy") copies of a Scan to E-mail transmission to other recipients in addition to the main recipient, touch this key so that it is highlighted and then select the "CC" destinations.

③ [BCC] key ([page 17](#))

If you wish to send "BCC" ("Blind Carbon Copy") copies of a Scan to E-mail transmission to other recipients in addition to the main recipient, touch this key so that it is highlighted and then select the "BCC" destinations. Other recipients will not be informed that a copy was sent to the "BCC" recipients.

④ One-touch key display

This shows the one-touch keys that have been stored on the selected "index card". The key type is indicated by the icon at the right.

- : Scan to E-mail (TO)
- : Scan to E-mail (CC)
- : Scan to E-mail (BCC)
- : Scan to FTP
- : Scan to Desktop

This can be changed to 6, 8, or 12 using the key operator program, "[The number of direct address keys displayed setting](#)" (page 37).

⑤ Display switching keys

In cases where the one-touch keys cannot all be displayed on one screen, this shows how many screens are left. Touch the "↑" "↓" keys to move through the screens.

⑥ [CONDITION SETTINGS] key

This displays the [Condition setting screen](#) (page 14), which is used to set various conditions.

⑦ [ABC <-> GROUP] key

Touch this key to switch between the alphabetical index and the group index.

⑧ Index keys

One-touch key destinations are stored on each of these index cards (alphabetical index or group index). Touch an index key to display the card. Group indexes make it possible to store one-touch keys by group with an assigned name for easy reference. This is done with the custom settings (refer to [page 13](#)). Frequently used one-touch key destinations can be stored on the FREQUENT USE card for convenient access.

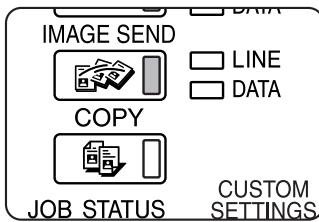
NOTE

If desired, you can use the key operator program, "[Default display settings](#)" (page 37), to set the default screen to the group address directory.

SENDING AN IMAGE

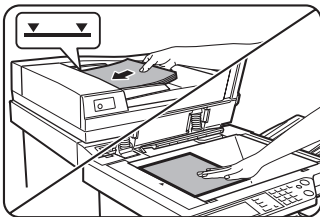
BASIC TRANSMISSION METHOD

- 1 Make sure the machine is in scanner mode.



When the [IMAGE SEND] key light is on, the machine is in scanner mode. If the light is not on, press the [IMAGE SEND] key.

- 2 Load the original.

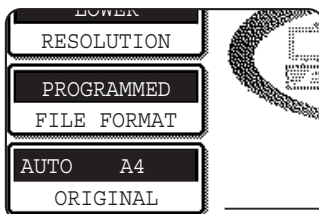


For detailed information on loading an original, refer to page 4-6 of "Operation manual (for general information and copier operation)".

NOTE

You cannot load documents in both the reversing automatic document feeder and on the document glass and send them in a single transmission.

- 3 Check the original size.

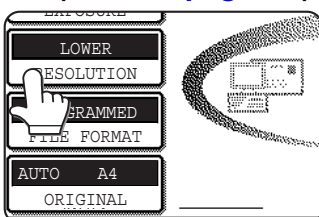


The original size is automatically detected. If you loaded a non-standard size document or wish to change the scanning size, touch the [ORIGINAL] key and set the document size. (Refer to [page 20](#).)

NOTE

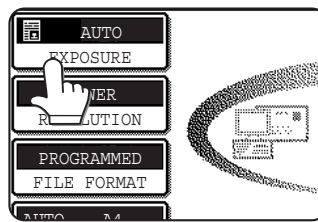
- To scan a two-sided original (when a reversing automatic document feeder is installed), refer to [page 19](#).
- To rotate the document image 90° before transmission, see [page 20](#).

- 4 If needed, adjust the resolution setting. (Refer to [page 22](#).)



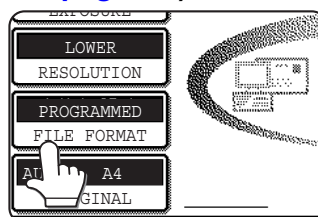
The initial factory setting is "LOWER".

- 5 If needed, adjust the exposure setting. (Refer to [page 21](#).)



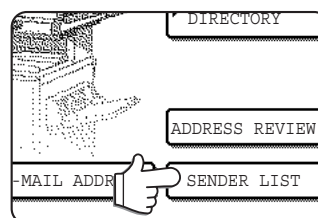
The initial factory setting is "AUTO".

- 6 If needed, select the file format. (Refer to [page 23](#).)



The initial factory setting is "PROGRAMMED".

- 7 Touch the [SENDER LIST] key.

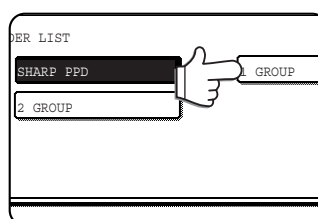


This step is not necessary for Scan to FTP or Scan to Desktop. Go directly to [step 10](#) (page 17).

NOTES

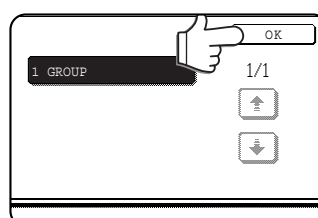
- You can omit selection of a sender (go directly to [step 10](#)). In this case, the default sender information stored with the key operator program is automatically transmitted. ([page 38](#))
- Up to 20 senders can be stored using the Web page. ([page 12](#))

- 8 Touch a key to select a sender.

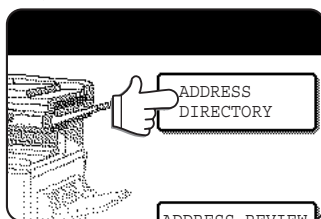


The touched key is highlighted. If you made a mistake, touch the correct key. The highlighting will move to the new key. The selected sender will be the sender of the e-mail.

- 9 Touch the [OK] key.

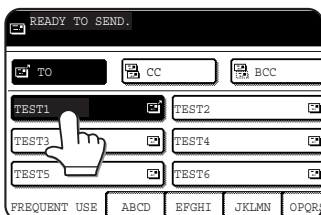


10 Touch the [ADDRESS DIRECTORY] key.



The address directory screen appears.

11 Touch the one-touch key for the desired destination.



The key you touched is highlighted. If you touch the wrong key, touch the key again to cancel the selection. The key display will return to normal.

When transmitting by Scan to E-mail

Make sure that the [TO] key is highlighted and then touch the one-touch key of the destination. If you wish to perform a broadcast transmission, "CC" or "BCC" copies, touch the [CC] or [BCC] key and then touch the one-touch keys of the "CC" or "BCC" recipients.

NOTES

- Refer to [pages 7 to 11](#) for information on programming one-touch key destinations.
- When touching a one-touch key, corresponding information from the email destination screen is shown in the message display. Up to 36 characters can be displayed in the message screen, regardless of the number of characters that have been entered (up to 50 characters of an e-mail address are displayed).
- You can also manually enter the address of a Scan to E-mail destination, or select multiple destinations for a broadcast transmission. ([page 18](#))

About pressing the [START] key in the following procedure

If you are scanning a colour original in colour, press the [COLOUR COPY START] key. If you are scanning a colour or black and white original in black and white, press the [BLACK COPY START] key.

NOTES

● Cancelling transmission

To cancel transmission while the [SCANNING ORIGINAL...] appears in the display or before the [READ-END] key is touched, press the [CA] key. To cancel a job after scanning is finished and transmission has begun, press the [JOB STATUS] key and cancel the job as explained on [page 24](#).

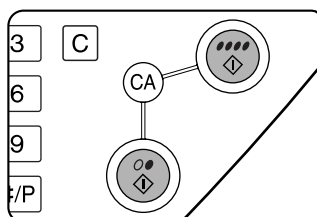
● Important points when using Scan to E-mail

Be very careful not to send image data files that are too large. Your mail server's system administrator may have placed a limit on the amount of data that can be sent in one e-mail transmission. If this limit is exceeded, the e-mail will not be delivered to the recipient. Even if there is no limit and your e-mail is successfully delivered, a large data file may take a long time to be received and place a heavy burden on the recipient's network, depending on the recipient's network (Internet) connection environment. If large image data files are repeatedly sent, the resulting burden on the network may slow down the speed of other, unrelated data transmissions and in some cases, may even cause the mail server or network to go down. In cases where you need to send multiple documents, try such measures as lowering the resolution mode.

- You can use the key operator program, "[Maximum size of e-mail attachments](#)" (page 38), to set a limit for the size of image files sent by Scan to E-mail.
- If the power is turned off or a power failure occurs while a document is being scanned in the reversing automatic document feeder, the machine will stop and a document misfeed will occur. After the power is restored, remove the document as explained on page 7-2 of "Operation manual (for general information and copier operation)".

Using the reversing automatic document feeder

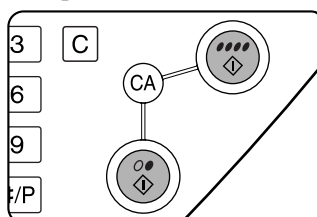
12 Press the [COLOUR COPY START] key or the [BLACK COPY START] key.



Scanning begins. If scanning is completed normally, the machine sounds a beep and the image is transmitted.

Using the document glass

12 Press the [COLOUR COPY START] key or the [BLACK COPY START] key.



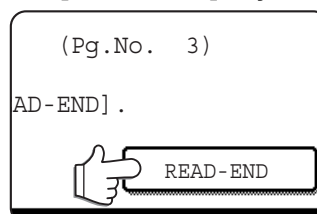
The original is scanned and the [READ-END] key appears.

13 If you have another page to scan, change pages and then press the [START] key.

Repeat this sequence until all pages have been scanned. You can change the exposure setting as needed for each page (refer to [page 21](#)).

If no action is taken for one minute, scanning automatically ends and the image is transmitted.

14 After the final page is scanned, touch the [READ-END] key.



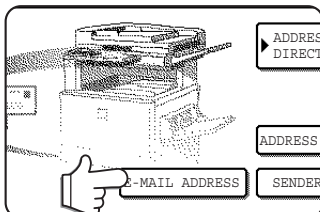
The machine sounds a beep and the image is transmitted.

Open the document glass cover and remove the document.

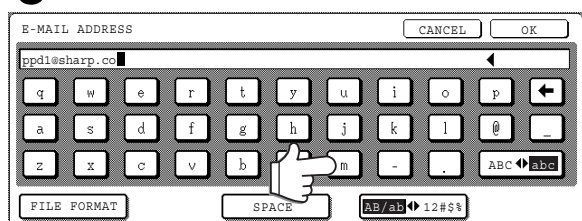
TRANSMISSION METHODS FOR SCAN TO E-MAIL (MANUAL ENTRY)

It is possible to manually enter the address of a Scan to E-mail destination, or to manually enter the multiple address for a broadcast transmission.

- 1 Perform [steps 1 through 9](#) of "BASIC TRANSMISSION METHOD" ([pages 16 to 17](#)).
- 2 Touch the [E-MAIL ADDRESS] key.

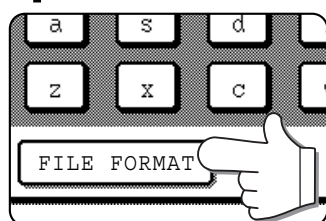


- 3 Enter the e-mail address.



If you make a mistake, touch the key to move the cursor (|) back to the mistake and then enter the correct character.

- 4 Touch the [FILE FORMAT] key.



If you do not need to change the file format, go directly to step 7.

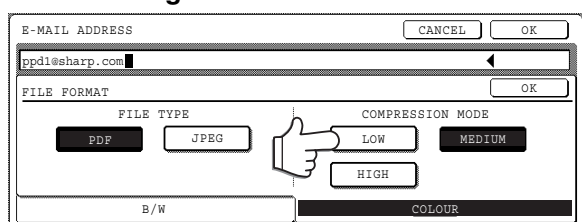
NOTE

The initial file format setting can be changed with the key operator program "Initial file format setting" ([page 38](#)).

- 5 If you wish to scan in colour, touch the [COLOUR] key. If you wish to scan in black and white, touch the [B/W] key.

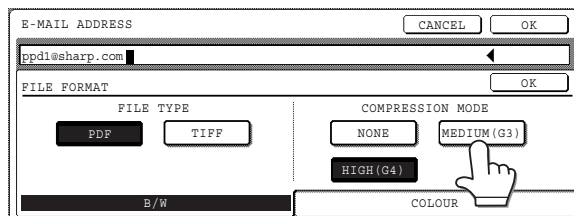
The file format settings differ for colour and black and white. Be sure to select a correct file format for the type of scan you will perform.

- 6 Select the file type and the compression mode. Scanning in colour



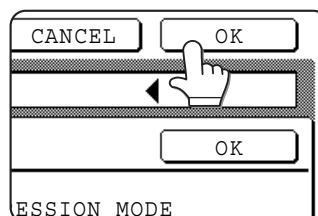
The file format is initially set to "File type: PDF, Compression mode: MEDIUM".

Scanning in black and white



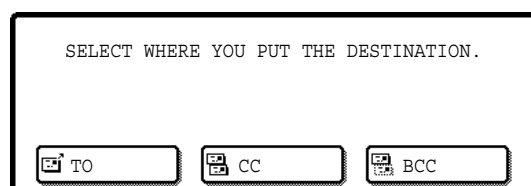
The file format is initially set to "File type: PDF, Compression mode: HIGH (G4)".

- 7 Touch the outer [OK] key.



The destination selection screen will appear.

- 8 Select where you put the destination.



Normally touch the [TO] key. However, if you are performing a broadcast transmission and wish to "CC" or "BCC" the document to the entered e-mail address, touch the [CC] or [BCC] key.

After touching one of the keys, you will return to the initial screen.

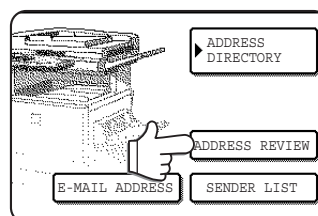
- 9 If you wish to enter another e-mail address, repeat steps 2 through 8.

If you are not performing a broadcast transmission, go directly to step 11.

NOTE

If you frequently use broadcasting to send documents to the same group of destinations, it is convenient to program those destinations into a group key. ([page 10](#))

- 10 Touch the [ADDRESS REVIEW] key and check the destinations.



When the [ADDRESS REVIEW] key is touched, only the entered destinations are displayed. If you need to delete a destination, touch its key. Touch the [OK] key to return to the initial screen.

11 Continue from [step 12](#) of "BASIC TRANSMISSION METHOD" ([pages 16 to 17](#)).

NOTES

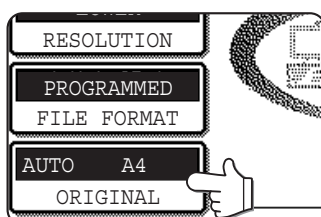
- To cancel a broadcast transmission when selecting destinations, press the [CA] key.
- When you perform a broadcast transmission, the compression mode set with the key operator program, "[Compression mode at broadcasting](#)" (page 38), is used as the file compression mode for all destinations. The default settings are "MEDIUM" for colour scanning and "HIGH (G4)" for black and white scanning.

SCANNING AND TRANSMITTING A TWO-SIDED ORIGINAL (when a reversing automatic document feeder is installed)

A two-sided original can be automatically scanned and transmitted using the reversing automatic document feeder. Follow the steps below.

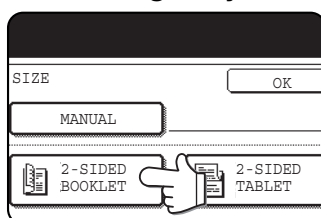
1 Make sure the machine is in scanner mode and then load the document in the reversing automatic document feeder.

2 Touch the [ORIGINAL] key.



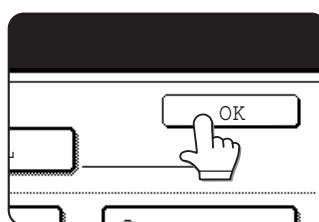
When you touch the [ORIGINAL] key, check the original size displayed in the key.

3 Touch the [2-SIDED BOOKLET] key or the [2-SIDED TABLET] key as appropriate for the original you loaded.



If necessary, touch the [MANUAL] key and set the original size. ([page 20](#))

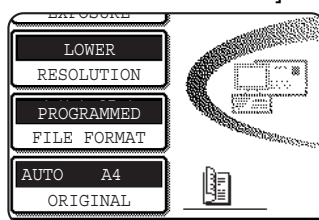
4 Touch the [OK] key.



You will return to the initial screen.

A two-sided original icon appears next to the [ORIGINAL] key.

(Example: The icon that appears when the [2-SIDED BOOKLET] key is touched.)



5 Continue from [step 4](#) of "BASIC TRANSMISSION METHOD" ([pages 16 to 17](#)).

NOTES

● Booklets and tablets

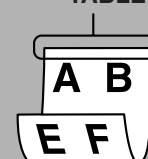
Two-sided originals that are bound at the side are booklets, and two-sided originals that are bound at the top are tablets.

- Two-sided scanning turns off when transmission is finished. Pressing the [CA] key will also cancel two-sided scanning.

BOOKLET



TABLET



SCANNING SETTINGS (ORIGINAL SIZE, EXPOSURE, RESOLUTION, AND FILE FORMAT)

When sending an image, you can adjust the original size, exposure, resolution, and file format settings as needed.

MANUALLY SETTING THE SCANNING SIZE

If you load an original that is not a standard size (such as an inch size), or if you wish to change the scanning size, touch the [ORIGINAL] key and set the original size manually.

Perform the following steps after loading the document in the reversing automatic document feeder or on the document glass.

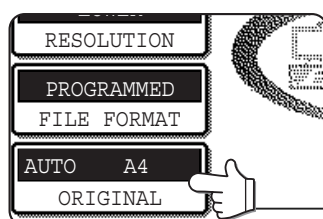
NOTE

Standard sizes that can be detected are as follows:

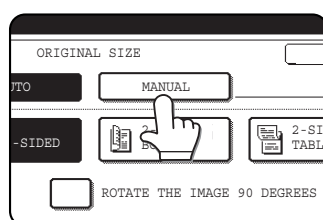
A3, B4, A4, A4R, B5, B5R, A5. (11"x17", 8-1/2"x14", 8-1/2"x11", 8-1/2"x11"R, 5-1/2"x8-1/2")

If a non-standard size original is loaded (including special sizes), the closest standard size may be displayed, or the original size may not appear at all.

1 Touch the [ORIGINAL] key.



2 Touch the [MANUAL] key.

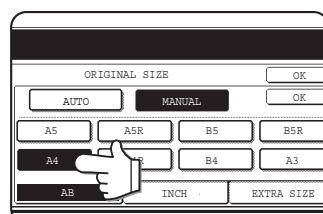


The sizes that can be selected are displayed. [AUTO] is no longer highlighted. [MANUAL] is highlighted.

NOTE

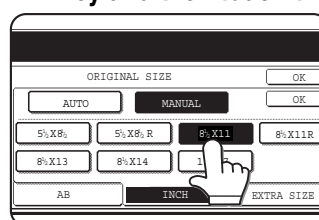
If you wish to rotate the original 90° when creating an image file, click the "ROTATE THE IMAGE 90 DEGREES" checkbox (a checkmark should appear in the box).

3 Touch the desired original size key.



The original size key you touched are highlighted.

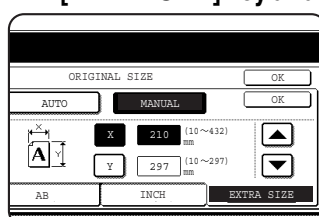
If you wish to select an inch size, touch the [INCH] key and then touch the desired original size key.



[INCH] is highlighted and inch size keys are displayed.

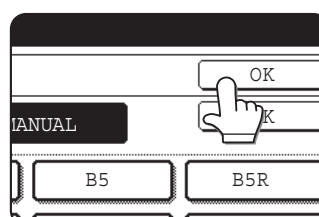
To return to the AB palette, touch the [AB] key once again.

If you wish to select a custom size, touch the [EXTRA SIZE] key and enter the size of the original



Touch the [X] key and use the \blacktriangle or \blacktriangledown keys to set the length in the X direction, and then touch the [Y] key and do the same for the Y direction. The length can be within the range 10 to 432 mm (1/2" to 11-5/8") in the X direction and 10 to 297 mm (1/2" to 11-5/8") in the Y direction, set in increments of 1 mm (3/64").

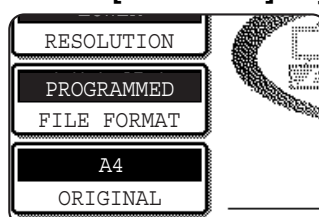
4 Touch the outer [OK] key.



You will return to the initial screen.

Touching the inner [OK] key in the step above returns you to step 2.

5 The selected size appears in the top half of the [ORIGINAL] key.



NOTE

You can return to automatic detection by pressing the [CA] key.

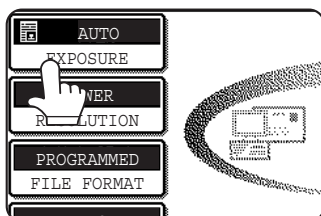


SELECTING THE EXPOSURE

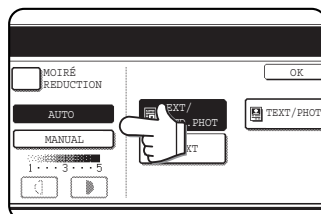
You can adjust the exposure manually to match the type of original. After loading the original in scanner mode, follow the steps below. The default setting for the exposure is "AUTO".

Change the exposure

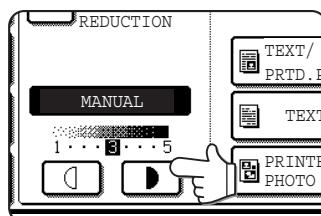
1 Touch the [EXPOSURE] key.







2 Select [AUTO] or [MANUAL].



If you selected [AUTO], the exposure will be adjusted automatically. (Only for black and white scanning. If [AUTO] is selected for colour scanning, scanning will place at exposure level "3" of the manual settings.)

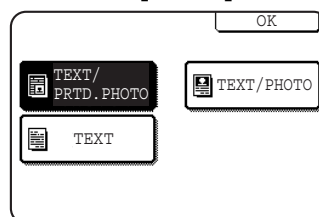


If you selected [MANUAL], touch the  or  key to adjust the exposure. (For darker contrast, touch the  key. For lighter contrast, touch the  key.)

3 Selecting the original type.

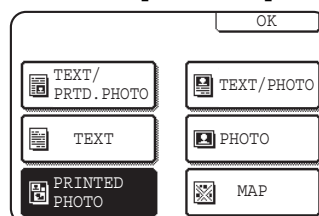
Touch the appropriate key for the type of original to be scanned. The image will be processed according to the selected type.

When [AUTO] is selected in step 2

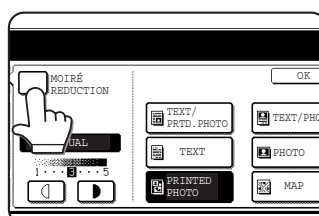


If "AUTO" is selected in step 2, you can select the original type from "TEXT/PRTD. PHOTO", "TEXT/PHOTO" or "TEXT".

When [MANUAL] is selected in step 2

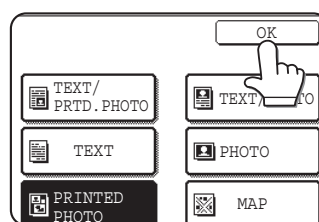


If "MANUAL" is selected, you can also select from "PHOTO", "PRINTED PHOTO" or "MAP", in addition to the selections available for AUTO.



In the event that moiré occurs in the scanned image, touch the [MOIRÉ REDUCTION] checkbox to select it. This will help reduce the occurrence of moiré.

4 Touch the [OK] key.



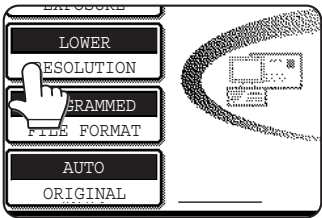
You will return to the initial screen.

SELECTING THE RESOLUTION

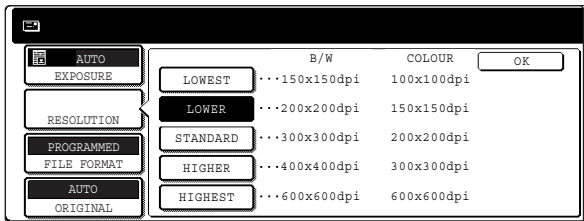
The resolution for scanning an original can be selected. Load the original in scanner mode and then follow the steps below. The default setting for the resolution is "LOWER".

Change the resolution

1 Touch the [RESOLUTION] key.

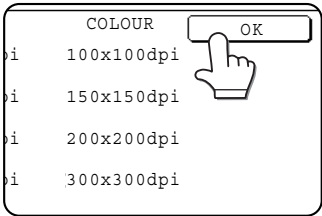


2 Touch the desired resolution key.



Five selections are available for the resolution. Touch the desired resolution key under black and white or colour, depending on the original to be scanned. The selected key is highlighted.

3 Touch the [OK] key.



You will return to the initial screen.

NOTES

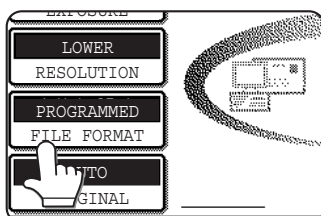
- The initial factory resolution setting is LOWER. If desired, you can change the initial setting to a different setting using the key operator program, "[Initial resolution setting](#)" (page 38).
- The resolution setting cannot be changed once scanning has begun.

SELECTING THE FILE FORMAT

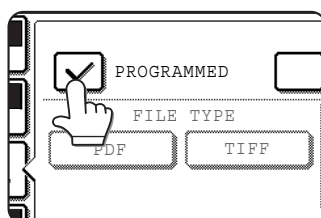
When you send an image to one or more recipients using Scan to E-mail or Scan to FTP, the [FILE FORMAT] key enables you to temporarily override the individual file format settings (FILE TYPE / COMPRESSION MODE) stored for each recipient and send the image to all of the recipients using a single file format setting.

"PROGRAMMED" is initially selected, which means that the file format settings stored for each recipient are used.

1 Touch the [FILE FORMAT] key.



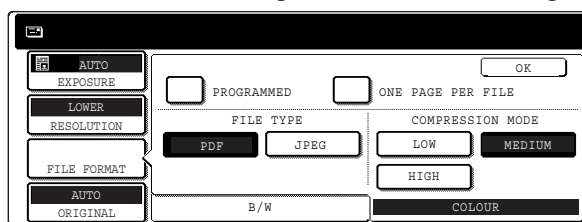
2 Remove the checkmark from the "PROGRAMMED" checkbox.



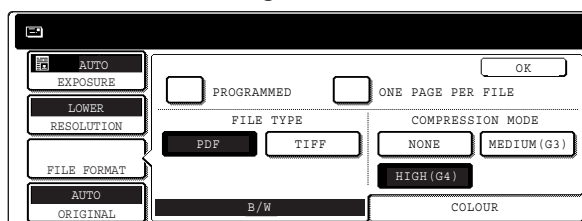
3 Select the file type and the compression mode.

The settings are selected separately for colour scanning and black and white scanning. Touch the [COLOUR] key or the [B/W] key to select the appropriate setting screen.

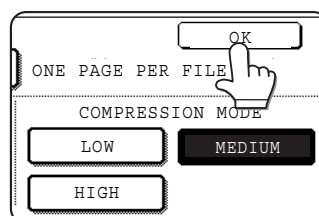
File format settings for colour scanning



File format settings for black and white scanning



4 Touch the [OK] key.



You will return to the initial screen.

NOTES

- The initial file format setting can be changed with the key operator program "[Initial file format setting](#)" (page 38).
- Even if you change the settings in the FILE FORMAT setting screen, you can return to the settings stored for each recipient by selecting "PROGRAMMED" once again.

NOTES

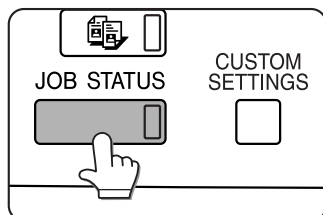
- When the "ONE PAGE PER FILE" checkbox is not selected, all scanned pages are combined into a single file. When the checkbox is selected, one file is created per page.
- If the file format is set to "JPEG" in the file format settings for colour scanning, a checkmark automatically appears in the "ONE PAGE PER FILE" checkbox and one file is created for each page.



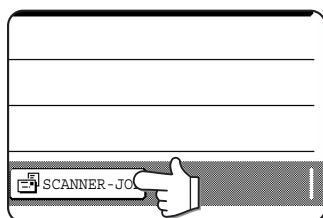
CANCELLING AN E-MAIL/FTP TRANSMISSION

You can cancel a transmission job that is in progress. Cancellation is done from the scanner job status screen.

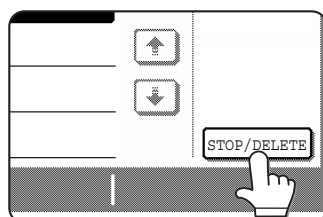
1 Press the [JOB STATUS] key.



2 Touch the [SCANNER JOB] key.



3 Touch the [STOP/DELETE] key.



A message appears to confirm the cancellation. Touch the [YES] key to delete the selected job key and cancel the transmission.

NOTE

If you do not wish to cancel the transmission, touch the [NO] key.

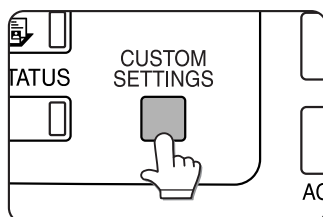
STORING, EDITING, AND DELETING FROM THE TOUCH PANEL

One-touch and group keys for Scan to E-mail, group indexes, and senders can also be stored, edited and deleted from the touch panel of the machine.

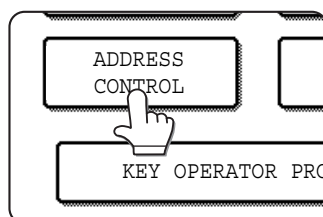
STORING ONE-TOUCH KEYS (only addresses for Scan to E-mail)

The touch panel of the machine can also be used to store destinations for Scan to E-mail. (Scan to FTP destinations must be stored using the Web page ([page 8](#)), and Scan to Desktop destinations must be stored using Network Scanner Tool ([page 9](#)).)

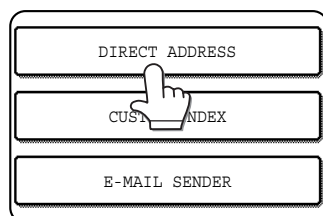
1 Press the [CUSTOM SETTINGS] key.



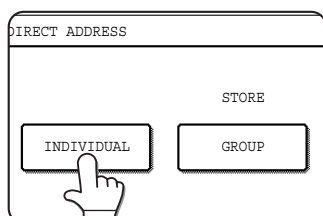
2 Touch the [ADDRESS CONTROL] key.



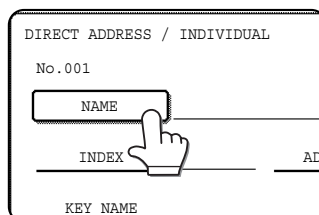
3 Touch the [DIRECT ADDRESS] key.



4 Touch the [INDIVIDUAL] key.

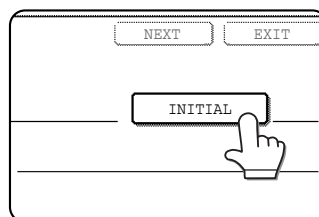


5 Touch the [NAME] key.

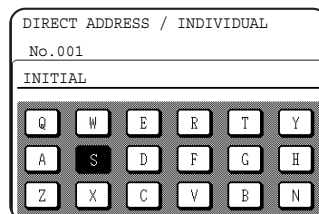


The "No." that automatically appears is the lowest number from 001 to 500 that has not yet been programmed. When [NAME] is touched, the letter-entry screen appears. Enter up to 36 characters for the name.

6 Touch the [INITIAL] key.



7 Touch a letter key.

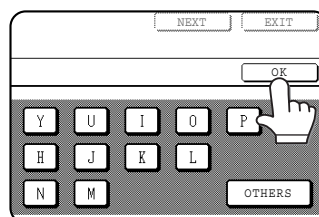


The first letter (initial) of the name entered in step 5 is initially selected and is highlighted. If you wish to change the letter, touch a different letter key.

NOTE

The initial you enter here determines the position of the one-touch key in the ABC index. For information on the ABC index, refer to [page 15](#).

8 Touch the [OK] key.



9 Touch the [INDEX] key.
10 Touch an index key.

Select one of the upper row of keys ([USER 1] through [USER 6]) to determine the location of the one-touch key when the GROUP index is displayed instead of the ABC index (refer to [page 15](#)).

The lower keys are for selecting whether to include the one-touch key in the [FREQUENT USE] index. If you touch the wrong key, simply touch the correct key.

11 Touch the [OK] key.**12 Touch the [ADDRESS] key.**

The E-mail address entry screen appears.

13 Enter the e-mail address of the destination.

Up to 64 characters can be entered.

If you make a mistake, touch the key to move the cursor (■) back one space and then enter the correct character.

14 Touch the [OK] key.

You will return to the one-touch key programming screen.

REGISTRATION IS COMPLETED will appear highlighted to the right of "No.".

NOTE

The "ADDRESS" line only shows 32 digits, regardless of how many were digits actually programmed.

15 Check the key name.

The characters appearing next to the [KEY NAME] key will be displayed in the key. Only the first 18 characters of the name entered in step 5 will be displayed.

If you need to change the name that will be displayed in the key, touch the [KEY NAME] key.

If you do not wish to change the name, this step is not necessary.

16 Check the file format and the compression mode.

If you need to change these settings, touch the [FILE FORMAT] key.

If you do not need to change the settings, this step is not necessary.

Settings for colour scanning

File type: PDF*/JPEG

Compression mode: LOW/MEDIUM*/HIGH

Settings for black and white scanning

File type: PDF*/TIFF

Compression mode: NONE/MEDIUM (G3)/HIGH (G4)*

The default setting is indicated by an asterisk (*).

When you have completed the settings, touch the [OK] key.

17 When you have finished programming the one-touch key, touch the [EXIT] key.

If you wish to program another one-touch key, touch the [NEXT] key.

Touching the [EXIT] key returns you to the screen of [step 4](#) on [page 25](#).

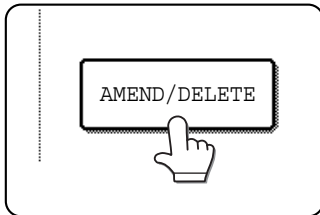


EDITING AND DELETING ONE-TOUCH KEYS

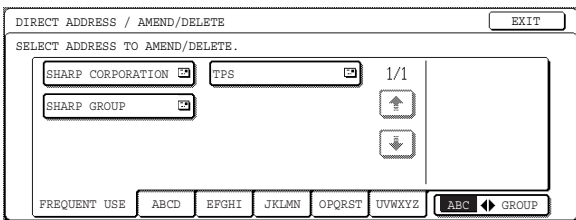
If you wish to delete a one-touch key or change the E-mail address, name, or other information programmed in a one-touch key, perform the following procedure.

1 Press the [CUSTOM SETTINGS] key, touch the [ADDRESS CONTROL] key, and then touch the [DIRECT ADDRESS] key (refer to [steps 1 to 3](#) on [page 25](#)).

2 Touch the [AMEND/DELETE] key.

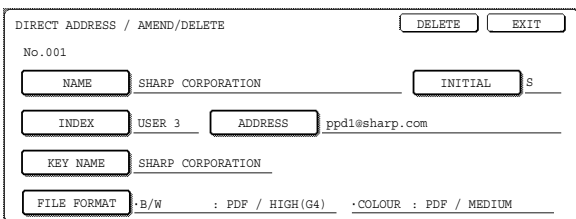


3 Touch the one-touch key you wish to edit or delete.

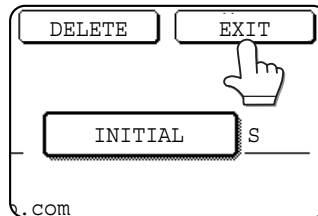


- To edit a one-touch key, follow steps 4 and 5.
- To delete a one-touch key, follow steps 6 and 7.
- When you have finished editing or deleting, touch the [EXIT] key.

4 Touch the key corresponding to the information you wish to change (change the information in the same way as you stored the information on [pages 25 to 26](#)).



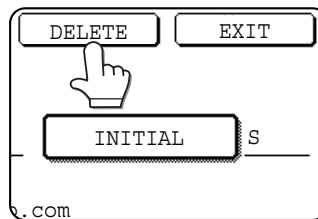
5 Make sure that your changes are correct, and then touch the [EXIT] key.



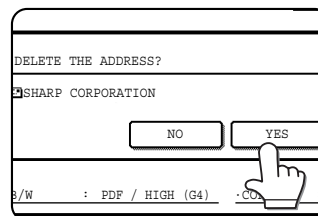
If you wish to change another one-touch key, repeat steps 3 through 5.

The following steps are for deleting a one-touch key

6 Touch the [DELETE] key.



7 Touch the [YES] key.



If you wish to delete another one-touch key, repeat steps 3, 6, and 7.

NOTES

● If you cannot edit or delete a one-touch key

If you attempt to edit or delete a one-touch key in the following situation, a warning message will appear and editing/deletion will not be possible. In this event, delete the one-touch key from the group or cancel or change the hyperlink e-mail selection.

- The one-touch key is included in a group key.
- The one-touch key is included as a hyperlink e-mail destination for Scan to FTP.
- Destinations for Scan to FTP and Scan to Desktop that are stored in one-touch keys cannot be edited or deleted from the touch panel of the machine. Use the Web page to edit or delete these destinations. ([page 11](#))



PROGRAMMING A GROUP KEY

Scan to E-mail destinations that have been stored in one-touch keys can be stored in group keys. Up to 300 destinations can be stored in a group key.

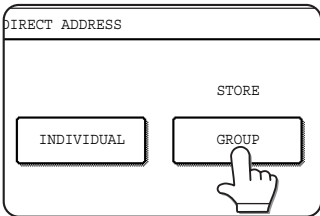
To program a group key from the Web page, refer to [page 10](#).

NOTE

Only one-touch key destinations can be stored in a group key. If you wish to store a destination that is not programmed in a one-touch key, first program the E-mail destination in a one-touch key (refer to [pages 25 and 26](#)) and then store it in the group key.

1 Press the [CUSTOM SETTINGS] key, touch the [ADDRESS CONTROL] key, and then touch the [DIRECT ADDRESS] key (refer to [steps 1 to 3 on page 25](#)).

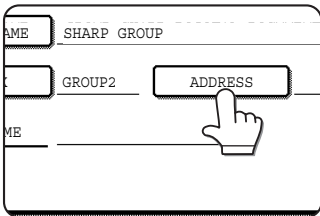
2 Touch the [GROUP] key.





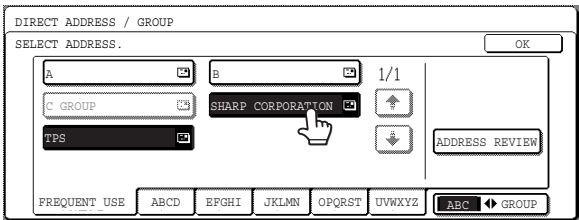
3 Follow [steps 5* through 11](#) of "Storing one-touch keys" ([pages 25 to 26](#)) to enter a **GROUP NAME, INITIAL, and INDEX.**

* In step 5, touch the [GROUP NAME] key instead of the [NAME] key.

4 Touch the [ADDRESS] key.



5 Touch index keys and the   keys as needed, and then touch one-touch keys of the destinations that you wish to store in the group.

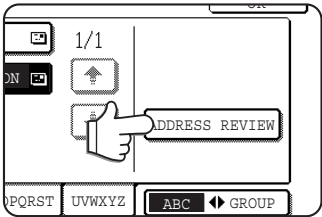


One-touch keys that have been touched are highlighted. If you touch the wrong key, simply touch it again to cancel the highlighting and remove the destination from the group.

NOTE

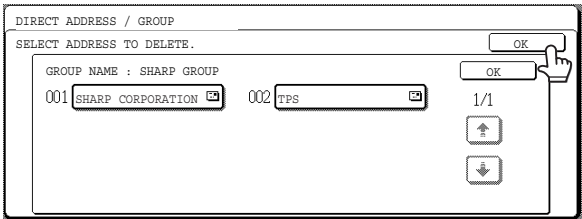
One group key cannot be stored in another group key. Group keys appear greyed out and cannot be selected.

6 To check the destinations that you have stored in the group, touch the [ADDRESS REVIEW] key.



A list of your selected destinations is displayed. You can delete a displayed destination by touching it. When a message appears asking if you want to delete the destination, touch the [YES] key.

7 Touch the outer [OK] key.



The number of destinations in the group appears to the right of the [ADDRESS] key.

8 Check the name of the key (refer to [step 15 on page 26](#)).

The characters appearing next to the [KEY NAME] key will be displayed in the group key. To change these characters, touch the [KEY NAME] key. This step is not necessary if you do not wish to change the characters.

9 Touch the [EXIT] key when you have finished programming the group key. If you wish to program another group key, touch the [NEXT] key.

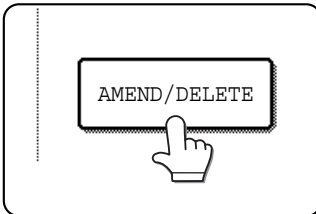
When you touch the [EXIT] key, you will return to the screen of step 2.

EDITING AND DELETING GROUP KEYS

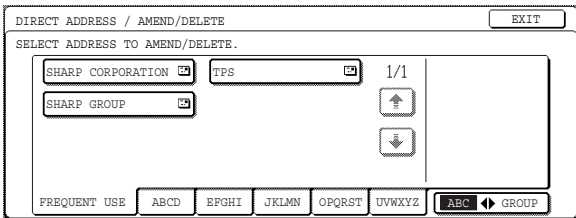
If you need to delete group key or change its name or one of its stored destinations, perform the following procedure.

- 1 Press the [CUSTOM SETTINGS] key, touch the [ADDRESS CONTROL] key, and then touch the [DIRECT ADDRESS] key (refer to [steps 1 to 3 on page 25](#)).

- 2 Touch the [AMEND/DELETE] key.

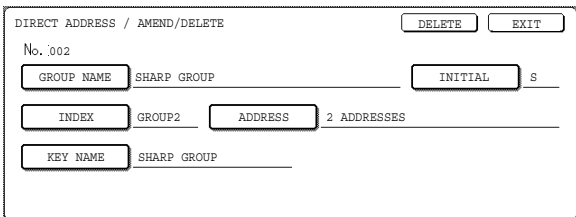


- 3 Touch the group key you wish to edit or delete.

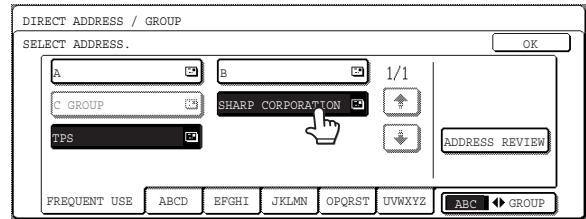


- To edit a group key, follow steps 4 and 5.
- To delete a group key, follow steps 6 and 7.
- When you have finished editing or deleting, touch the [EXIT] key.

- 4 Touch the key of the item you wish to change (to edit the item, follow the same steps as for one-touch keys on [page 25](#)).



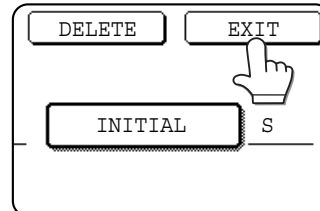
To edit a destination stored in a group key, touch the [ADDRESS] key. The following screen appears.



The one-touch keys stored in the group are highlighted. To add another one-touch key to the group, touch the key to highlight it.

To delete a one-touch key from the group, touch the key so that it is no longer highlighted.

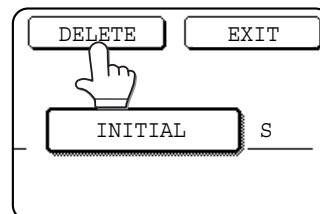
- 5 Make sure the edited information is correct, and then touch the [EXIT] key.



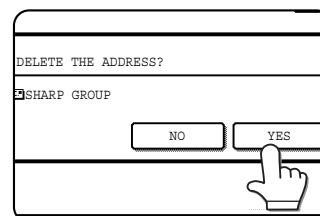
If you wish to change another group key, repeat steps 3 through 5.

The following steps are for deleting a group key

- 6 Touch the [DELETE] key.



- 7 Touch the [YES] key.



If you wish to delete another group key, repeat steps 3, 6, and 7.

NOTE

If you cannot edit or delete a group key

If you attempt to edit or delete a group key in the following situations, a warning message will appear and editing/deletion will not be possible.

- The one-touch key you wish to change or delete is currently being used for transmission.

If the key is being used for a current transmission, cancel the transmission or wait until it is completed and then edit or delete the key.



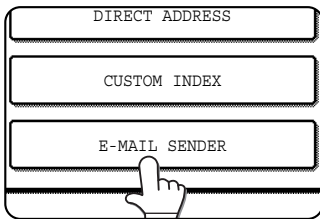
STORING SENDER INFORMATION

Use this procedure to store the sender information (sender name and e-mail address) that is displayed when the recipient receives your e-mail. Information for up to 20 different senders can be stored. Select a sender from the stored senders using the touch panel of the machine when you send an image (page 16). The selected sender appears in the sender column of the recipient's e-mail software program.

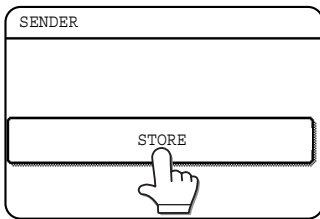
If you prefer to store sender information from the Web page, refer to page 12.

1 Press the [CUSTOM SETTINGS] key, and then touch the [ADDRESS CONTROL] key (refer to steps 1 and 2 on page 25).

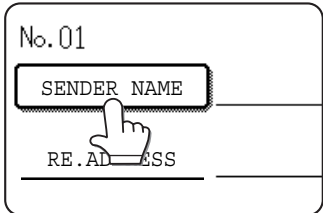
2 Touch the [E-MAIL SENDER] key.



3 Touch the [STORE] key.

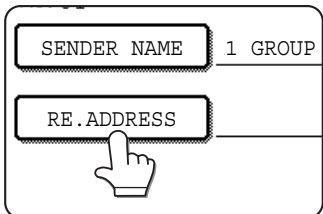


4 Touch the [SENDER NAME] key.



The "No." that automatically appears is the lowest number from 01 to 20 that has not yet been programmed. When [SENDER NAME] is touched, the letter-entry screen appears. Enter up to 20 characters for the name.

5 Touch the [RE.ADDRESS] key.



The display changes to the address entry screen when you touch the [RE.ADDRESS] key. Up to 64 characters can be entered for the sender's e-mail address. When finished, touch the [OK] key to return to the original screen.

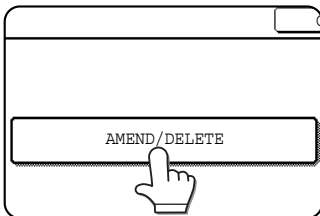
6 If you have finished storing senders, touch the [EXIT] key. If you wish to store another sender, touch the [NEXT] key.

EDITING AND DELETING SENDER INFORMATION

Use this procedure when you need to edit sender information or delete a sender.

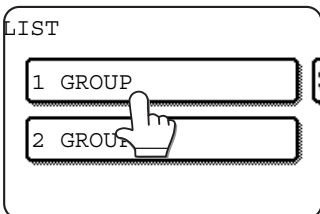
1 Perform steps 1 and 2 of "STORING SENDER INFORMATION".

2 Touch the [AMEND/DELETE] key.



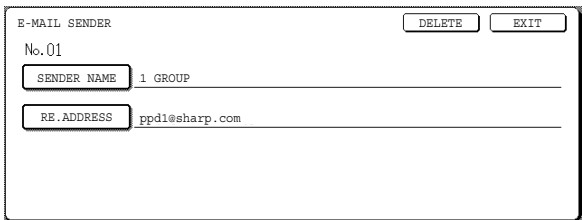
The stored senders appear.

3 Touch the one-touch key of the sender that you wish to edit or delete.



The edition/deletion screen of the touched sender appears.

4 Edit or delete the sender.



Edit sender information in the same way that you stored it. When finished, touch the [EXIT] key to return to the screen of step 3.

To delete the sender, touch the [DELETE] key. A message appears asking you to confirm your selection. Touch the [YES] key to delete the sender and return to the screen of step 3.

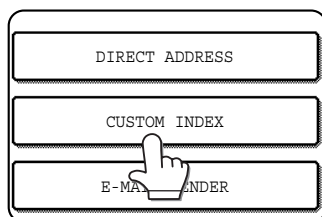
STORING A GROUP INDEX

You can assign any name up to 6 characters long to each of the USER indexes ([USER 1] to [USER 6]).

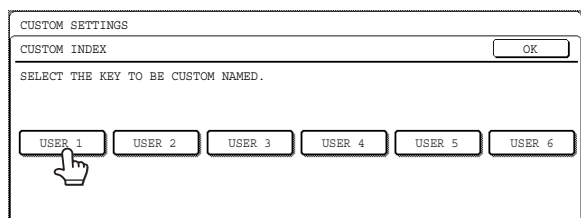
To perform this procedure from the Web page, refer to [page 13](#).

- 1 Press the [CUSTOM SETTINGS] key, and then touch the [ADDRESS CONTROL] key (refer to [steps 1 and 2 on page 25](#)).

- 2 Touch the [CUSTOM INDEX] key.




- 3 Touch an index key ([USER 1] to [USER 6]).
You can enter a name for the selected index.



When touched, the letter entry screen appears.

- 4 Enter a maximum of 6 characters for the index name.

Use the  key to clear the displayed name and then enter the desired name.

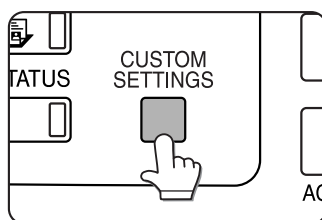
When finished, touch the [OK] key. The new name appears in the screen of step 3.

- 5 If you wish to program another index name, repeat steps 3 and 4.
When finished, touch the [OK] key.

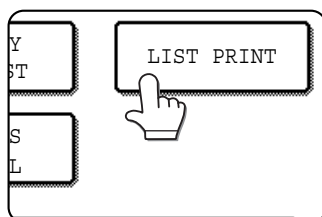
PRINTING PROGRAMMED INFORMATION

You can print out lists of the one-touch keys and group keys that have been stored in the machine.

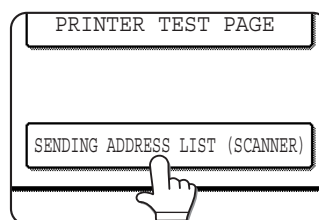
- 1 Press the [CUSTOM SETTINGS] key.



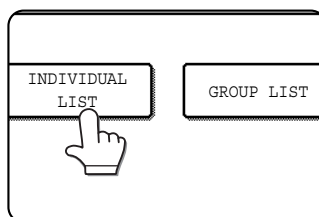
- 2 Touch the [LIST PRINT] key.



- 3 Touch the [SENDING ADDRESS LIST] key.



- 4 Touch the key of the list you wish to print.



[PROCESSING PRINT DATA] appears in the message display and printing begins.

To cancel printing, touch the [CANCEL] key.

NOTES

- The list is printed before other print jobs waiting to be printed.
- If you attempt to print a list when no data exists, a warning message will appear.



TROUBLESHOOTING

If a problem or question arises, try to solve the situation using the following information before contacting your authorised SHARP dealer.

The image cannot be scanned.

Cause: The original is loaded upside down.

Solution: If you are using the document glass, the original must be placed face down. If you are using the reversing automatic document feeder, the original must be inserted face up.

A moiré (stripe pattern) appears on the scanned image.

Cause: A slight amount of moiré sometimes appears when printed matter is scanned.

Solution: The screen that appears when the [EXPOSURE] key is touched includes a [MOIRÉ REDUCTION] checkbox. Selecting this checkbox can reduce the occurrence of moiré. ([page 21](#)) If you are using the document glass, also try shifting the position and/or angle of the original on the document glass.

The scanned image is fuzzy or has smudges.

Cause: The document glass or the underside of the document cover is dirty.

Solution: To clean the document glass and the underside of the document cover, see page 7-3 of the "Operation manual (for general information and copier operation)".

The scanned image is clipped.

Cause: The set original scanning size is smaller than the actual original size.

Solution: Set the actual original size. ([page 20](#))

If you have intentionally set a smaller size than the actual original size, place the original taking into account the guides for the set original size. For example, when scanning an A4 (8-1/2" x 11") original using a B5 (5-1/2" x 8-1/2") setting, align the original using the scale at the left edge to fit the area you wish to scan into the B5 (5-1/2" x 8-1/2") scanning area.

The scanned image is upside down or on its side.

Cause: The original was not placed in the correct orientation.

Solution: Place the original in the correct orientation. (Refer to page 4-7 of Operation manual (for general information and copier operation).)

You wish to rotate the scanned image 90°.

Cause: The orientation of the placed document cannot be changed.

Solution: Use the "ROTATE THE IMAGE 90 DEGREES" checkbox. ([page 20](#))

The scanned image range is on the opposite side of the selected image range.

Cause: The original was placed with the left and right sides reversed.

Solution: Place the original in the correct orientation. (Refer to page 4-6 of Operation manual (for general information and copier operation).)

The received image data cannot be opened.

Cause: The viewer program used by the recipient does not support the format of the received image data.

Solution: Try selecting a different file type (TIFF, JPEG, or PDF) and/or a different compression format (NONE, MEDIUM (G3), or HIGH (G4)) when sending the image data. (Refer to [page 23](#).)

Otherwise, open to use Sharpdesk or a viewer program that supports the above combinations of file types and compression formats.

The recipient does not receive transmitted data.

Cause: An incorrect destination was selected.

Otherwise, there is a mistake in the information stored for the destination (e-mail address or FTP server information).

Solution: Select the correct destination and make sure the correct information is stored for the destination. (Refer to [pages 7 to 9.](#))

* If delivery by e-mail (Scan to E-mail) is unsuccessful, an error message such as "Undelivered Message" may be sent to the designated administrator's e-mail address. This information may help you determine the cause of the problem.

The recipient does not receive data sent by e-mail (Scan to E-mail).

Cause: A limit has been set in the "Maximum size of e-mail attachments" of the key operator program for the maximum size of an image file that can be sent using Scan to E-mail (the initial setting is 2 MB).

Solution: The limit can be set from 1 MB to 10 MB in the key operator program. Consult your key operator and select a suitable limit.

Cause: The amount of data that can be sent in one e-mail transmission is sometimes limited by the administrator of the mail server. Even if the amount of data sent is within the limit setting explained above, if it exceeds the limit set by the administrator of the mail server, the data will not be delivered to the recipient.

Solution: Decrease the amount of data sent in the e-mail transmission (reduce the number of pages scanned). (Ask your mail server administrator what the data limit is for one e-mail transmission.) (Refer to [page 35.](#))

Transmission takes a long time.

Cause: When there is a large amount of image information, the data file is also large and transmission takes a long time.

Solution: In order to select resolution and data compression settings that are suited to the purpose of transmission and create image data that is well-balanced in terms of resolution and file size, pay attention to the following points:

Resolution ("STANDARD", "HIGHER", "HIGHEST")

The default setting is "LOWER". If the original does not contain photographs, illustrations, or other halftone images, "STANDARD" mode will give you a more workable scanned image. "HIGHER" or "HIGHEST" should only be selected when the original includes a photograph and you want to give priority to the quality of the photograph. Note that scanning in "HIGHER" or "HIGHEST" mode will produce a larger file size than the other modes.

IF YOUR E-MAIL IS RETURNED

If a Scan to E-mail is not successfully transmitted, an e-mail informing you of this fact is sent to the sender selected at the time of transmission. If this happens, read the e-mail and determine the cause of the error, and then repeat the transmission.

IF A TRANSMISSION ERROR OCCURS

If a transmission error occurs when you send a scanned image, a message informing you of the error and an error code will appear in the touch panel on the machine.

■ Error Code Table

Error Code	Description of the Error
CE-01	The optional network interface card (Print Server Card) is not installed or is out of order.
CE-02	Cannot find the specified mail server or FTP server.
CE-03	The server was down during the scanning of the original.
CE-04	An invalid account name or password for the FTP server has been entered.
CE-05	An invalid directory of the FTP server has been entered.
CE-00	An error other than the above has occurred.



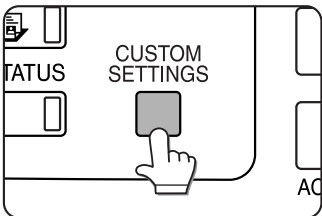
CHECKING THE IP ADDRESS

There are three ways to check the IP address:

- 1. **Using [LIST PRINT] in [CUSTOM SETTINGS] in the operation panel**
Select NIC PAGE to print a list of the machine settings. The IP address that has been set for the machine can be found in this list. Follow the procedure below to check the IP address using NIC PAGE.
- 2. **Using the key operator programs**
The IP address can be verified using the key operator programs. To use this procedure, consult your key operator. (The key operator programs cannot be used when DHCP is being used.)
- 3. **Using the NIC Manager utility in the User Software CD-ROM**
The NIC Manager utility in the User Software CD-ROM can be used to check the IP address. For details, see the online manual (Print Server Card Users Manual) in the User Software CD-ROM.

Checking the IP address from the [CUSTOM SETTINGS] screen of the operation panel

1 Press the [CUSTOM SETTINGS] key.



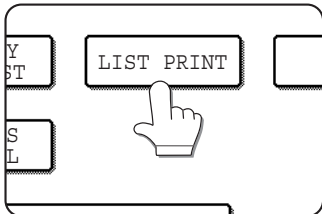
The custom setting menu screen will appear.

4 Touch the [NIC PAGE] key.



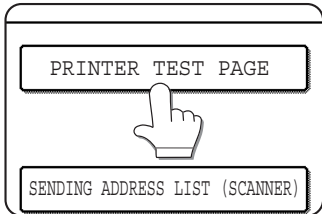
PROCESSING PRINT DATA appears in the message screen and printing begins. To cancel printing, touch the [CANCEL] key.

2 Touch the [LIST PRINT] key.



NOTE
There are a variety of different types of network environments. When using the machine in a network environment, refer to the detailed explanations in the online manual (Print Server Card Users Manual) in the User Software CD-ROM.

3 Touch the [PRINTER TEST PAGE] key.



IMPORTANT POINTS WHEN USING SCAN TO E-MAIL

Be very careful not to send image data files that are too large.

Your mail server's system administrator may have placed a limit on the amount of data that can be sent in one e-mail transmission. If this limit is exceeded, the e-mail will not be delivered to the recipient. Even if there is no limit and your e-mail is successfully delivered, a large data file may take a long time to be received and place a heavy burden on the recipient's network, depending on the recipient's network (Internet) connection environment.

If large image data files are repeatedly sent, the resulting burden on the network may slow down the speed of other, unrelated data transmissions and in some cases, may even cause the mail server or network to go down.

The images on the following page will produce the following file sizes when scanned as A4 (8-1/2" x 11") size originals:

Resolution	File size of text original A when scanned	File size of photo original B when scanned	
		Black and white scanning	Colour scanning
[LOWER]	Approx. 26 KB (TIFF HIGH (G4) format)	Approx. 300 KB (TIFF HIGH (G4) format)	Approx. 1200 KB (JPEG MEDIUM compression)
[HIGHER]	Approx. 43 KB (TIFF HIGH (G4) format)	Approx. 700 KB (TIFF HIGH (G4) format)	Approx. 3500 KB (JPEG MEDIUM compression)

If multiple images are scanned, the file size will be approximately (Size of each image as indicated above) x (Number of images scanned).

Although the actual limitation depends on your network environment, a general guideline for the maximum file size for Scan to E-mail is 2000 KB. In cases where you need to send multiple documents, try such measures as lowering the resolution mode.

Original image samples

The original images shown below are samples to help you understand the above explanations. Note that these images are smaller than the actual originals (the actual originals are A4 (8-1/2" x 11") size).

Text original A

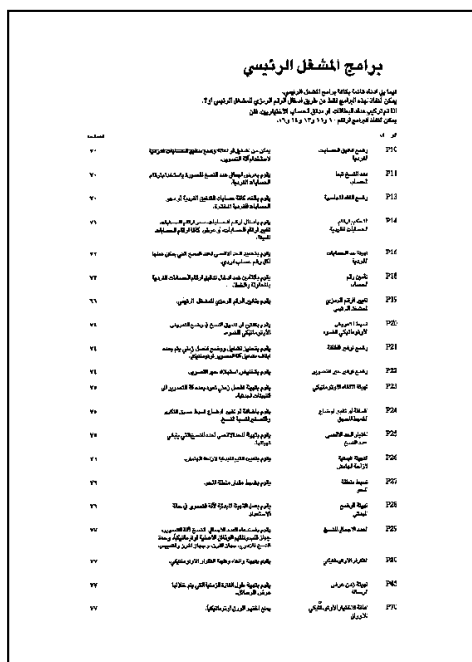


Photo original B



KEY OPERATOR PROGRAMS

This section explains the key operator programs that are related to the network scanner feature of the machine. For key operator programs that are related to the printer and copy functions of the machine, refer to KEY OPERATOR'S GUIDE and "Operation manual (for printer)".

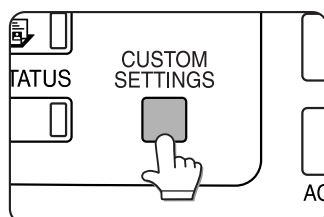
KEY OPERATOR PROGRAM LIST

Program name	Page
Network scanner settings	
Default display settings	37
The number of direct address keys displayed setting	37
Initial resolution setting	38
Scan complete sound setting	38
Default sender set	38
Compression mode at broadcasting	38
Initial file format setting	38
Maximum size of e-mail attachments	38

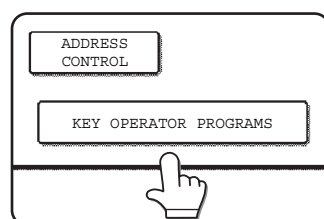
USING THE KEY OPERATOR PROGRAMS

Follow the steps below to use the key operator programs.

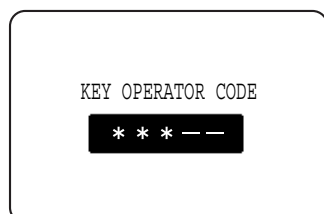
1 Press the [CUSTOM SETTINGS] key.



2 Touch the [KEY OPERATOR PROGRAMS] key.

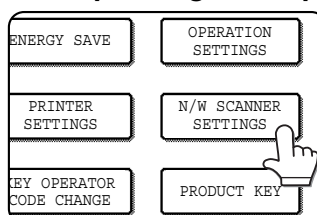


3 Use the numeric keys to enter the five-digit key operator code number.



Each time a number is entered, the dashes (-) in the display will change to asterisks (*).

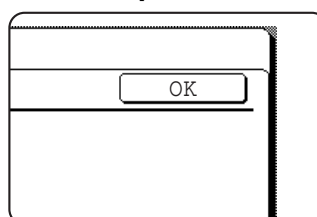
4 Touch the [N/W SCANNER SETTINGS] key, depending on the program you wish to use.



5 Make desired settings for the selected program.

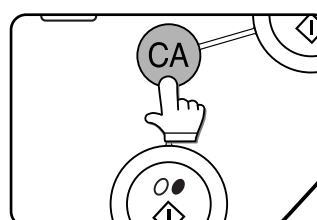
Detailed descriptions for program settings start on the next page.

6 Touch the [OK] key to return to the screen of step 4.

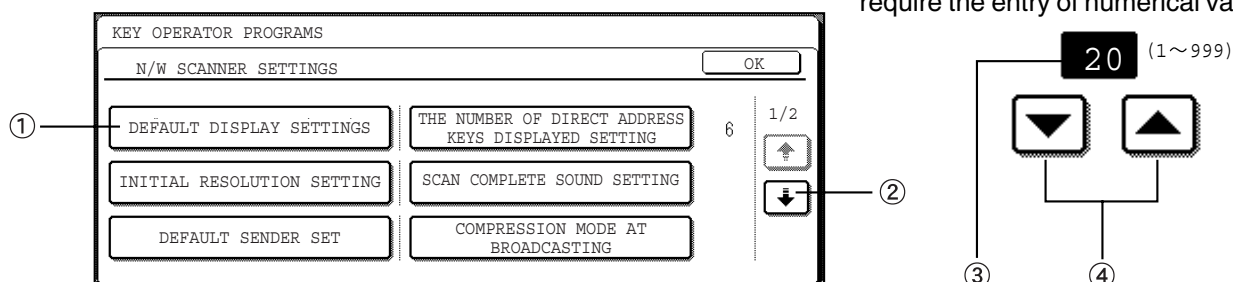


If you wish to use another program, touch the key for that program in the screen of step 4.

7 Press the [CA] key to exit the program.



Supplementary explanation of key operation for key operator programs



These keys and indicator are available on setting screens that require the entry of numerical values.

- ① The name of the program category or particular item to be set will appear on the touch key. A touch of the key will select the item displayed.
 - Check mark boxes are touch keys that show the status of selections. A box with a check mark means the function is "on" (enabled) and an unchecked box means the function is "off" (disabled). Alternate touches of a box will change the on/off status.
- ② If a program step requires more than one screen to display all available settings for a program step, and arrow touch keys on the setting screens allow access to the available selections on all screens. If a selection is accepted on one of the screens by a touch of the [OK] key, the display will return through the previous selection screens within the same setting step to confirm the settings. After all settings are confirmed, the [OK] key must be pushed again to advance to the next step.
- ③ The currently set numerical value is displayed.
- ④ Numerical values can be set by touching the and keys.

SETTING PROGRAMS

The setting programs for the network scanner feature of the machine are explained here.

Network scanner settings

The following programs are available:

- [Default display settings](#)
- [The number of direct address keys displayed setting](#)
- [Initial resolution setting](#)
- [Scan complete sound setting](#)
- [Default sender set](#)
- [Compression mode at broadcasting](#)
- [Initial file format setting](#)
- [Maximum size of e-mail attachments](#)

Default display settings

You can select the initial display that appears when you press the [IMAGE SEND] key to change to scanner mode or when you press the [CA] key in scanner mode. Normally the initial display is set to the [Condition setting screen](#) (page 14).

The following three selections are available:

- Condition setting screen
- Address directory (ABC)
- Address directory (Group)

When an address directory (ABC or Group) is selected, the selected index of that address directory ([page 15](#)) is set as the initial screen.

When [SWITCH AUTOMATICALLY TO COPY MODE SCREEN] is selected, the display will automatically switch to the copy mode screen if no action is taken in the image send mode screen for 20 seconds.

The number of direct address keys displayed setting

The number of one-touch keys displayed in each address directory screen can be changed from 6 (the normal setting) to 4 or 9.

Touch [4], [6], or [9] to select the desired number.

NOTE

For the key name that appears in each one-touch key, a maximum of 18 characters can appear when the number of one-touch keys displayed is set to 4 or 6. A maximum of 10 characters can appear when the number of one-touch keys displayed is set to 9.

Initial resolution setting

This is used to change the default resolution setting for transmission in network scanner mode. The default resolution is initially set to "LOWER". To change the setting, touch the desired resolution key.

- [LOWEST]
(B/W: 150 x 150dpi, Colour: 100 x 100dpi)
- [LOWER]
(B/W: 200 x 200dpi, Colour: 150 x 150dpi)
- [STANDARD]
(B/W: 300 x 300dpi, Colour: 200 x 200dpi)
- [HIGHER]
(B/W: 400 x 400dpi, Colour: 300 x 300dpi)
- [HIGHEST]
(B/W: 600 x 600dpi, Colour: 600 x 600dpi)

Scan complete sound setting

This program is used to set the volume of the beep sound that informs you that the original has been scanned. Two volume levels are available, or the beep can be turned off.

Default sender set

If you do not select a sender when performing a Scan to E-mail operation, the sender information stored with this setting is automatically used. You can check the stored sender information by printing the SENDER list.

1 Touch the [SENDER NAME] key and then enter the sender name.

The sender name entry screen appears
Up to 20 characters can be entered.

2 Touch the [OK] key.

3 Touch the [RE.ADDRESS] key and then enter the return address.

Up to 64 characters can be entered.

4 Touch the [OK] key.

The entered return address appears. Check the address to make sure it is correct.

Compression mode at broadcasting

This setting selects the compression mode for broadcasting using Scan to E-mail. The compression mode set here is used for all destinations regardless of their individual compression mode settings.

The initial settings are as follows:

- Black and white scanning: HIGH (G4)
- Colour scanning: MEDIUM

Initial file format setting

These programs are used to set the file format of the transmitted image and the number of images per file.

- The file type and compression mode is set in "FILE FORMAT (FILE TYPE / COMPRESSION MODE)". The setting takes effect in the following situations:

- A file format is not selected when sending a image.
- A file format setting was not included when the destination was stored.
- If the file format is set when sending an image or storing a destination, the settings apply to the default file format settings.

- The "ONE PAGE PER FILE (YES/NO)" setting is used to select how files are created when multiple pages are scanned. Select "YES" to have an individual file created for each scanned page (so that multiple files are created). Select "NO" to have all scanned pages combined into a single file.

- The initial settings for the above programs are as follows

- Black and white scanning
File type: PDF
Compression mode: HIGH (G4)
One page per file: No
- Color scanning
File type: PDF
Compression mode: MEDIUM
One page per file: No

Maximum size of e-mail attachments

To prevent the size of image files transmitted by Scan to E-mail from becoming too large, you can set a size limit.

If the total size of the image files created by scanning the original exceeds the limit, the image files are discarded. The limit can be set from 1 MB to 10 MB in increments of 1 MB. The initial setting is 2 MB. The limit cannot be disabled.

SPECIFICATIONS

For information on power requirements, power consumption, dimensions, weight, and other specifications that are common to all features of the machine, refer to page 8-2 of "Operation manual (for general information and copier operation)".

Maximum original size	A3 (11"x17")	
Two-sided originals	Possible (when the Reversing Automatic Document Feeder (AR-RF3) is installed)	
Optical resolution	600dpi	
Output resolution	Colour: 100 x 100, 150 x 150, 200 x 200, 300 x 300, 600 x 600dpi Black and white: 150 x 150, 200 x 200, 300 x 300, 400 x 400, 600 x 600dpi	
Output modes	1bit/pixel (Black and white) 24bit/pixel (Colour: 8 bits per colour)	
Halftone processing	Error dispersion (Black and white 150/200/300/400/600dpi)	
File format	Colour scanning	File type: PDF/JPEG Compression mode: LOW/MEDIUM/HIGH
	Black and white scanning	File type: PDF/TIFF Compression mode: NONE/MEDIUM (G3)/HIGH (G4)
file creation method*1	One page per file/One file for all pages	
Scan destinations	Scan to FTP Scan to Desktop Scan to E-mail	
Supported client PC operating systems	Windows 95/Windows 98/Windows Me/Windows NT4.0/Windows 2000/Windows XP	
Management system	Uses built-in Web server	
Web browser	Internet Explorer 4.0 or later, Netscape Navigator 4.0 or later	
Network protocol	TCP/IP, UDP/IP	
LAN connectivity	10Base-T/100Base-TX	
Supported mail system	Mail servers supporting SMTP	
Number of destinations	500 maximum*2	
Number of senders	20 maximum	

*1 If the file format for colour scanning is set to "JPEG", only "one page per file" is possible.

*2 A total of 500 destinations can be stored, including E-mail, FTP, Desktop, and Group destinations. Among these, a combined total of 100 Scan to FTP and Desktop destinations can be stored.

Some discrepancies may exist in the illustrations and content due to improvements to the machine.

Scanning margins

When scanning an original, the area indicated in the following diagram cannot be scanned.

